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SAN FRANCISCO PUBLIC LIBRARY

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the **Finance, Operations and Building Committee** will be held as follows:

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, AIA
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

DATE: TUESDAY, FEBRUARY 20, 1996

TIME: 4:00 PM

PLACE: Fire Department Headquarters, 260 Golden Gate Avenue, Room 201

AGENDA:

1. Public comment
2. Discussion and possible action to change committee meeting date and time
3. Report on results of building evaluation studies for 10 branch libraries: Jorge Alfaro, Department of Public Works
4. Report on new Main Library: James Cheng, Department of Public Works
5. Report on Chinatown branch library: James Chia, Department of Public Works
6. Report on talking signs at new Main Library: Kathy Page, Chief of the Main
7. Report on supplemental appropriation from carryover funds and Proposition E funds from the 1994-95 budget: David Price, Special Assistant to the City Librarian
8. Report on request for proposal for cafe operation at new Main Library: David Price
9. Adjournment

POSTED: 02/16/96 - MWC



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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of the need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Library Commission meetings will be held at Fire Department Headquarters, 260 Golden Gate Avenue, Room 201. The Fire Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location are the #19 Polk and #5 McAllister. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
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MAR 18 1996

SAN FRANCISCO
PUBLIC LIBRARY

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Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
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ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

Finance, Operations and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, February 20, 1996

A regular meeting of the Finance, Operations and Building Committee of the San Francisco Public Library Commission was held on Tuesday, February 20, 1996, at Fire Department Headquarters, 260 Golden Gate Avenue, Room 201.

Call to order: 4:05 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioner Charles A. Higuera, A.I.A.

Commissioner Sherry Agnos was excused.

Public comment: Bill Hale, library patron, offered public comment.

Change meeting date and time:

MOTION: Vice President Streets moved to continue to hold committee meetings on the third Tuesday of each month at 4:00 p.m.

ACTION: Unanimously approved

Building evaluation studies for 10 branch libraries: Jorge Alfaro, Department of Public Works, made a slide presentation of branch libraries in Earthquake Safety Program Phase 3.

Marti Kashuba and Ellen Egbert, library patrons, gave public comment.

No action was taken.



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New Main Library report: Jim Cheng, Department of Public Works, reported on the status of the New Main Library.

No action was taken.

Chinatown branch library report: James Chia, Department of Public Works, submitted written and oral reports on the status of the Chinatown branch library.

No action was taken.

Talking signs: Kathy Page, Chief of the Main, reported on talking signs for blind patrons at the New Main Library.

No action was taken.

Supplemental appropriation: David Price, Special Assistant to the City Librarian, reported on the supplemental appropriation from carryover funds and Proposition E funds from the 1994-95 budget.

David Gabler, Local 790, gave public comment.

No action was taken.

Request for proposal for cafe operation at New Main Library: Mr. Price reported that the Real Estate Department is handling the request for proposals for the cafe.

Mr. Hale gave public comment.

No action was taken.

Adjournment: Vice President Streets adjourned the meeting at 5:11 p.m.

03/18/96:MWC

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FEB 26 1996

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

A special meeting of the **Finance, Operations and Building Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, February 29, 1996

TIME: 5:00 PM

PLACE: Fire Department Headquarters, 260 Golden Gate Avenue, Room 201

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

1. Public comment
2. Discussion and possible action to recommend to full Commission memorandum of understanding between Friends of the Library and the Library
3. Discussion and possible action to recommend to full Commission memorandum of understanding between the Library Foundation of San Francisco and the Library
4. Discussion and possible action to recommend to full Commission request for proposal for cafe operation at the new Main Library
5. Adjournment

POSTED: 02/26/96 - MWC



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MAR 18 1996

SAN FRANCISCO
PUBLIC LIBRARY

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

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Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

Finance, Operations and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Thursday, February 29, 1996

A special meeting of the Finance, Operations and Building Committee of the San Francisco Public Library Commission was held on Thursday, February 29, 1996, at Fire Department Headquarters, 260 Golden Gate Avenue, Room 201.

Call to order: 5:37 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioner Charles A. Higuera, A.I.A.

Commissioner Sherry Agnos was excused.

Public comment: The following members of the public supplied public comment: Bill Hale, library patron; Timothy Gillespie, Public Access Project; and David Gabler, Local 790.

MOU between Friends of the Library and the Library:

David Price, Special Assistant to the City Librarian, presented an executive summary of the proposed MOU between Friends of the Library and the Library.

Public comment: Mr. Gabler, neutral; Mr. Gillespie, opposed; Mr. Hale opposed; Margie O'Driscoll, Executive Director of Friends, supported

MOTION: Vice President Streets moved to approve the MOU between the Friends of the San Francisco Public Library and the Library and, after having heard public comment which had been recorded by Mr. Price who would confer with the City Attorney's office on the recommended changes and if they did not conflict with anything legally, the committee would recommend approval of the MOU to the Library Commission at its meeting on March 5, 1996.

ACTION: Unanimously approved



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MOU between the Library Foundation and the Library:

Mr. Price presented an executive summary of the proposed MOU between the Library Foundation and the Library.

Public comment: Mr. Gabler opposed; Mr. Hale opposed; Sherry Thomas, Executive Director of the Library Foundation, supported; Mr. Gillespie opposed

MOTION: Vice President Streets moved to approve the MOU between the Library Foundation of San Francisco and the Library and, after having heard public comment which had been recorded by Mr. Price who would confer with the City Attorney's office on the recommended changes and if they did not conflict with anything legally, the committee would recommend approval of the MOU to the Library Commission at its meeting on March 5, 1996.

ACTION: Unanimously approved

Request for proposal for cafe operation at the new Main Library:

Mr. Price and Steve Hoppe, Real Estate Department, presented an executive summary of the RFP for the new Main Library cafe operation.

Public comment: Mr. Hale opposed; Mr. Gillespie opposed

It was decided to continue this item to the next full Commission meeting

Vice President Streets adjourned the meeting at 7:22 p.m.

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Canceled



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MAR 14 1996
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Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the Finance, Operations and Building
Committee meeting of the San Francisco Public Library Commission for Tuesday,
March 19, 1996, at 4:00 p.m., at the Fire Department Headquarters, 260 Golden Gate
Avenue, Room 201, has been canceled.

Margaret W. Culver

MARGARET W. CULVER
Secretary, Library Commission

POSTED: March 14, 1996



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APR 18 1996

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NOTICE OF MEETING

A meeting of the **Finance, Operations and Building Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, April 23, 1996

TIME: 4:00 p.m.

PLACE: Latino-Hispanic Community Meeting Room, Lower Level #L80-A
Main Library, Civic Center

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

1. Public comment
2. 1995-96 Library budget supplemental
3. Adjournment

04/18/96



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6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room, L80-A. The Fire Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location are the #19 Polk and #5 McAllister. For information about Muni's accessible service, please call 415/923-6142.
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SAN FRANCISCO
PUBLIC LIBRARY

**Finance, Operations and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, April 23, 1996**

A regular meeting of the Finance, Operations and Building Committee of the San Francisco Public Library Commission was held on Tuesday, April 23, 1996, in the Latino-Hispanic Community Meeting Room, Main Library, Civic Center.

Call to order: 4:05 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioners Sherry Agnos and Charles Higuera, A.I.A.

Public comment: Ellen Egbert, library patron, reported a phone call made by the Foundation to a patron in which the solicitor continued to a request donation after the patron had declined to contribute.

In response to Bill Hale, library patron, who questioned why he had been advised to meet with the Commission Secretary in an administrative area of the Library, David Price, Special Assistant to the City Librarian, stated that appointments are required in that area and Mr. Hale would have to make appointments with Ms. Culver in advance. In response to Mr. Hale who informed the committee members he had filed an immediate disclosure request but had been unable to obtain documents for this meeting, Commissioner Agnos replied that the documents had become available as the meeting began. Vice President Streets reported that work had been in progress with the Controller's office up until the time of the meeting. Mr. Hale stated that administrators have placed materials after the meetings have started and have removed them before meetings have ended.

1995-96 Library budget supplemental: Vice President Streets reminded the assemblage that when the previous Commission had voted on the 1995-96 budget, it had been anticipated that \$2,000,000 of the reserve would need to be used.



Mr. Price began an executive summary by referring to a letter from the Controller to the Mayor dated April 9, 1996, entitled "1995-96 Eight Month Budget Status Report" which is an annual document prepared by the Controller which looks at the City's finances at the eighth month showing the financial health of the City. On page 2, under "Expenditure and Transfers Out/Reserves" it states that "The Public Library is expected to overspend its budget and will have to request a supplemental appropriation. We expect the Library to have sufficient funds to cover its needs from the Library Preservation Fund and an increase in the General Fund baseline required due to increases in General Fund revenues. Therefore we do not show them as needing additional General Fund support." This is the basis for request for supplemental.

Mr. Price then referred to a report entitled "Library Financial Plan - Option B" which was the financial plan approved in 1994-95 by the previous Library Commission concerning the use of the Library's reserves and the financial plan that details 1995-96 and the directions of 1996-97. The Library Preservation Fund Allocation in 1995-96 had \$14,000,000, the Preservation Fund was committed to spend \$13,000,000, \$1,000,000 remained uncommitted, previous reserves was \$1,600,000, leaving available \$2,600,000. It was known that the New Main Library budget would have a deficit need detailed at \$2.2 million, then adding back the current reserve at \$1.2, plus the estimated carryovers left the Library with \$3.4 million. This is the financial plan being worked with and developing through the course of this particular year. At the November Library Commission when the supplemental for the automation program was proposed, it was indicated that another supplemental would be made in the Spring to complete the financial plan just outlined. As a consequence, the over expenses developed have been anticipated. The reserves, as indicated in the memorandum just prepared, will provide the additional dollars that will be needed to cover cost increases.

Mr. Price referred to his memorandum of April 23, 1996, to the Committee and Kenneth E. Dowlin, City Librarian, stating that the total amount requested in the supplemental is \$2.5 million -- the amount estimated needed to cover expenses for this fiscal year. The Library has funds available from the General Fund baseline recalculations and the Library Preservation Fund reserves. The Controller's office calculates baseline for all departments in the City in terms of the General Fund. Under Prop E, the Library receives a proportion of those general funds based upon a formula that was devised on the 1992-93 base year. That formula is based upon the appropriation of the previous fiscal year. The recalculation that occurs in the eighth month has yielded to the Library an additional \$900,000. Those additional dollars are being factored and have to be appropriated before being spent, thus requiring a supplemental appropriation. Those dollars plus the dollars in reserve would be used in covering the Library's budget obligations for 1995-96. Approximately \$2.5 million are presently in reserves, \$1,000,000 of which are needed, leaving a balance in reserve of \$1.5 million. The Library Plan - Option B anticipated \$1.050 putting the Library \$500,000 ahead of the plan at present. Expenses of the New Main Library will be

covered by the Bond Fund, such as security requirements before opening, maintenance, and HVAC. All funds available will be used to properly account for and balance the budget.

In response to Commissioner Agnos' question as to how much was owing, he stated he did not know exactly because bills are in process with many expenses being incurred in the last 30-60 days, but estimated approximately \$500,000.

In order to put all accounts in order, \$2.5 million is needed. The appropriate places for those reserves would be from the Preservation Fund and the calculation of the General Fund and Bond Fund.

He further indicated that the method used by the Controller to develop Library revenue every year at the eighth month report will require an annual supplemental appropriation.

In response to Commissioner Agnos' question regarding the remaining \$600,000, Mr. Price indicated that the materials and supplies accounting categories would provide the savings needed to balance the 1995-96 budget.

Responding to Commissioner Agnos' request for a description of next year's budget, Mr. Price said that based on the method the Controller is using it would be around \$35.5 million, a smaller budget than anticipated in January 1996, when collections were anticipated at \$37 million. In April 1997 a recalculation will be made. That amounts cannot be predicted at this time. In talking with Mayor's and Controller's offices, the Library will not be able to allowed to use a prediction until April 1997. Budgeting will have to be off known appropriations and formula for Prop E actually generate -- now estimated at \$35.5 million.

In answer to Commissioner Agnos regarding set aside for Prop E each year, Mr. Price explained that it is divided into property tax (which dropped \$145,000) and General Fund (which increased \$900,000+). In answer to Commission Agnos regarding next year's budget requirements and size of a potential shortfall in Prop E property tax money which Mr. Price estimated at \$13-14 million, he did not anticipate it being greater but that an unknown amount of money which will be looked at each year thereafter. He plans to submit to the Mayor a balanced budget. It is anticipated the General Fund will yield approximately \$19-20 million; besides revenues from fines, grants and miscellaneous income being available. In the Spring of next year there will be an addition or subtraction based on the economic health of the City.

In response to Vice President Streets for clarification on Prop E money being rolled into General Fund if unspent, Mr. Price explained that the Prop E property tax (known as the Library Preservation Fund) if not used will roll into the reserve of that particular

fund remaining with the Library on an indefinite basis until appropriated and spent. The General Fund dollars used by the Library devised out of Prop E must be spent within the fiscal year in which they are appropriated. If not, these General Fund dollars are lost to the Library thereafter. The two funds have two distinct rules of use and methods of calculation. Clarity and carefulness must be used in calculating, using and spending. It is to the advantage of the Library to spend General Fund funds first, then Prop E (Preservation Fund) secondarily, although in reality they are spent simultaneously.

Commissioner Agnos' commented regarding the likelihood that a similar shortfall for next year could be anticipated, with \$1.5 million dollars remaining in the Library Preservation reserve fund. Mr. Price agreed this could happen.

In response to David Gabler, SEIU Local 790 representative, as to whether the increased costs were not originally budgeted, Mr. Price responded that the Library had 28 positions designated for the new Main Library for this year on partial year funding in the amount of \$765,000. Last Spring a commitment was made in the supplemental request which did not carry forward into the budget because of the cycle he had explained earlier which must be adjusted in Spring cycle of the budget. The money was set aside by the previous Commission but was not included in the current year budget. Option B in the Financial Plan includes \$2.204 million for the new Main Library. In response to Mr. Gabler's questions regarding under funding staff, Mr. Price stated that the budget would have to be adjusted to the previous year's appropriation and readjust it each Spring in each fiscal future year. Prop E has a set aside different from normal departmental operating budgets. Mr. Price stated revenue would be unknown until the eight month cycle perpetually for the life of the Preservation Fund. Mr. Price reiterated his position that he anticipated no additional staff next year. If the City's economic growth remains the same as this year, the General Fund would have \$900,000-\$1 million next year. An added expense coming into the 1995-96 budget is cost of pay raises under the contract. These have to be absorbed in the Prop E funds. City-wide negotiations will have a cost bearing on the staffing and level of support. Contracts came after estimates on Prop E. In response to Mr. Gabler's question regarding possible loss of staff in the eight month roll down, Mr. Price responded that he could not predict this unknown. Costs of computer set at eight months. Mr. Gabler suggested the use of a line item budget.

In response to Mr. Gabler's question regarding additional security, Mr. Price anticipated winding down in 30-60 days but possibly continuing additional security for six months to one year to complete all testing all systems. Mr. Gabler suggested that permanent security staff be added, to which Mr. Price agreed.

In response to Mr. Gabler's request for a line item budget, Vice President Streets reviewed the adoption of Option B by the previous Commission which had been done

knowing that the reserves would be reduced opening the new Main and staffing the branches. She indicated that in 1996-97 line item budgets will be available and that staff has been requested to have budget material available ahead of time enough so that the cycle can be understood.

Mr. Price stated that the deadline for the budget is June 1 and requested that the Committee recommend approval to the full Commission.

In response to Bill Hale, library patron, who stated that this complicated issue was not listed as an action item and was not available ahead of time to study, Vice President Streets stated that the Committee would move this to the May 7 full Commission which has authority to approve the supplemental and at which meeting public comment would be allowed. She said attempt would be made in the future to have information available and reiterated that the former Commission had anticipated using the reserve and that the reserve in 1996-97 would be greater.

In response to Commissioner Agnos question regarding future expenditure and possibility of another shortfall in 1996-97, Mr. Price agreed that as the budget plan process develops the Committee would be advised. Vice President Streets suggested a workshop be held to understand the budget process. Mr. Price stated his short term with the City and the very recent availability of annual financial reports from the Controller's office.

Vice President Streets explained that the budget process has recently been combined into one department.

MOTION: Commissioner Agnos moved to adopt the supplemental appropriation.

ACTION: Unanimously approved

Adjournment: 4:55 p.m.

05/20/96

M. Culver

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MAY 04 1996

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NOTICE OF MEETING

A special meeting of the **Finance, Operations and Building Committee** of the San Francisco Library Commission will be held as follows:

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ANNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
WILLIAM H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLING
City Librarian

WILLIAM W. CULVER
Deputy Secretary

DATE: Tuesday, May 7, 1996**TIME:** 5:00 p.m.**PLACE:** Latino-Hispanic Community Meeting Room, Lower Level,
Main Library, Civic Center**CHAIR:** Vice President Fran A. Streets**MEMBERS:** Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.**AGENDA:****ACTION
REQUIRED?**

1. Call to order
2. Old business:
 - a. Discussion and possible action to rescind committee action of April 23, 1996, recommending request for a supplemental appropriation for \$2,500,000 for increased costs in salaries and fringe benefits **YES**
3. New business:
 - a. Discussion and possible action to recommend to full Commission a request for a supplemental appropriation for \$2,500,000 for increased costs in salaries and fringe benefits **YES**
4. Public comment
5. Adjournment

05/03/96: M. Culver



CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4133

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
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04/18/96:MWC

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5/7/96
Special



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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MAY 24 1996

SAN FRANCISCO
PUBLIC LIBRARY

ELLIE L. BROWN, JR.
Director

EVAN A. COULTER
President

FRAN A. STREETS
President

SHERRY AGNOS
ANNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
NEST H. LLORENTE
ROL STEIMAN
Commissioners

NATHAN E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

Finance, Operations and Building Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Tuesday, May 7, 1996

A special meeting of the Finance, Operations and Building Committee of the San Francisco Public Library Commission was held on Tuesday, May 7, 1996, at the Main Library, Civic Center.

Call to order: 5:07 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioner Charles A. Higuera, A.I.A.
Commissioner Sherry Agnos was absent.

Old business:

Vice President Streets made a point of clarification that the meeting had been called due to a technical error on the meeting notice.

MOTION: Commissioner Higuera moved to rescind committee action of April 23, 1996, recommending request for a supplemental appropriation for \$2,500,000 for increased costs in salaries and fringe benefits.

ACTION: Unanimously approved

New business:

Vice President Streets reported that at the previous committee meeting on April 23, 1996, the source use of those funds had been covered in detail: The \$2.5 million is for salary increases for the branches and the Main with the using \$1 million from the reserve, \$200,000 from the General Fund and \$600,000 for unallocated costs in the 1995-96 budget.



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TELEPHONE 415.674.4211

In response to David Gabler, SEIU Local 790, David Price, Special Assistant to the City Librarian, referred to Option B and explained the basis of some increased costs in security and maintenance.

Vice President Streets verified with Mr. Price that there was no way to anticipate in 1994-95 increased personnel as a result of implementing Prop. E.

Mr. Gabler stated that there had been no increase in personnel.

MOTION: Commissioner Higuera moved to recommend to full Commission a request for a supplemental appropriation for \$2,500,000 for increased costs in salaries and fringe benefits.

ACTION: Unanimously approved

Vice President Streets adjourned the meeting at 5:15 p.m.

05/24/96

M. Culver



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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT

MAY 09 1996

SAN FRANCISCO
PUBLIC LIBRARY

5/21/96
Canceled

NOTICE OF CANCELED MEETING

VILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

MERRY AGNOS
CONNIE K. CHIN
CHARLES A. FIGUEROA, AIA
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLING
City Librarian

MARGARET W. CULVER
Library Commission Secretary

NOTICE IS HEREBY GIVEN that the Finance, Operations and Building

Committee meeting of the San Francisco Public Library Commission for Tuesday,

May 21, 1996, at 4:00 p.m., at the Main Library, Civic Center has been canceled.

Margaret W. Culver
MARGARET W. CULVER
Library Commission Secretary

POSTED: May 9, 1996



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TELEPHONE 415-557-4233

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6/18/96



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

JUN 14 1996

SAN FRANCISCO
PUBLIC LIBRARYLILLIE L. BROWN, JR.
MayorJOHN A. COULTER
PresidentFRAN A. STREETS
Vice PresidentSHERRY AGNOS
SHARIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
NORM H. LLORENTE
ROL STELMAN
CommissionersKATHLEEN E. DOWLIN
City LibrarianJOHN W. CULVER
Commission Secretary**NOTICE OF MEETING**

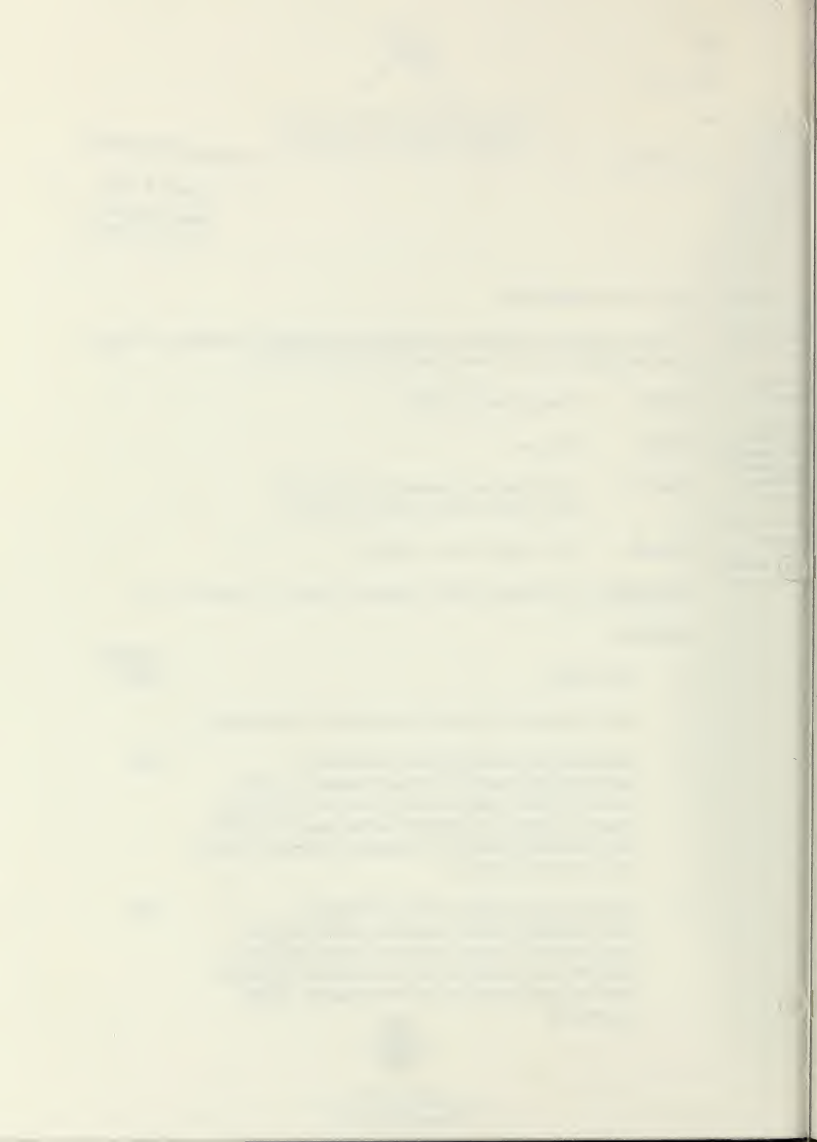
A regular meeting of the **Finance, Operations and Building Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, June 18, 1996**TIME:** 4:00 p.m.**PLACE:** Latino/Hispanic Community Meeting Room,
Lower Level, Main Library, Civic Center**CHAIR:** Vice President Fran A. Streets**MEMBERS:** Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.**AGENDA:**

1. Call to order
2. Public comment (for those who cannot attend entire meeting)
3. Discussion and possible action to recommend to full Commission that the Commission authorize the San Francisco Public Library to accept a donation of computer system software and workstation licenses valued at \$186,956 which has been contributed by Microsoft Corporation through the Friends of the Library
4. Discussion and possible action to recommend to full Commission that the Commission authorize the San Francisco Public Library to apply for, accept and expend \$254,736 to be awarded by the National Science Foundation, Network Infrastructure for Education Program; waiving indirect costs

**ACTION
ITEM ?****YES****YES**

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233



**ACTION
ITEM ?**

- | | | |
|-----|--|------------|
| 5. | Discussion and possible action to recommend to full Commission that the Commission authorize the San Francisco Public Library to apply for, accept and expend \$200,000 per year for five years for a maximum of \$1,000,000 as part of a collaboration with the Unified School District to be awarded by the United States Department of Education, Challenge Grant for Technology in Education Program; waiving indirect costs | YES |
| 6. | Discussion and possible action to recommend to full Commission acceptance of a gift of personal computers from Digital Equipment Corporation up to the amount of \$100,000 and recommendation to the Board of Supervisors acceptance of the gift | YES |
| 7. | Report on Library Express | |
| 8. | Final report on Chinatown branch: James Chia, Department of Public Works | |
| 9. | New business | |
| 10. | Public comment | |
| 11. | Adjournment | |

06/14/96

M. Culver

1890

Received of the Treasurer of the
Board of Directors of the
City of New York
the sum of \$100.00
for the purchase of
the City of New York
the sum of \$100.00

Witness my hand and seal
this 1st day of January
1890

Attest: Mayor of the City of New York

John A. B. [Signature]
[Signature]
[Signature]

1890

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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04/18/96:MWC



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JUL 20 1996

SAN FRANCISCO
PUBLIC LIBRARY

Finance, Operations and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, June 18, 1996

A regular meeting of the Finance, Operations and Building Committee of the San Francisco Public Library Commission was held on Tuesday, June 18, 1996, at the Main Library, Civic Center.

Call to order: 4:09 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

Public comment: None

Donation of computer software and workstation licenses from Microsoft Corp.:

Public comment: Bill Hale

MOTION: Commissioner Higuera moved to recommend to full Commission that the Commission authorize the San Francisco Public Library to accept a donation of computer system software and workstation licenses valued at \$186,956 which has been contributed by Microsoft Corporation through the Friends of the Library.

ACTION: Unanimously approved/recommended

Grant application for National Science Foundation, Network Infrastructure for Education Program:

Public comment: Sybil Boutilier
Mary Downey
Toni Bernardi

Thema: ...

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MOTION: Commissioner Agnos moved to recommend to full Commission that the Commission authorize the San Francisco Public Library to apply for, accept and expend \$254,736 to be awarded by the National Science Foundation, Network Infrastructure for Education Program.

ACTION: Unanimously recommended

Grant application in collaboration with Unified School District for United States Department of Education, Challenge Grant for Technology in Education Program:

MOTION: Commissioner Higuera moved to recommend to full Commission that the Commission authorize the San Francisco Public Library to apply for, accept and expend \$200,000 per year for five years for a maximum of \$1,000,000 as part of a collaboration with the Unified School District to be awarded by the United States Department of Education, Challenge Grant for Technology in Education Program.

ACTION: Unanimously recommended

Gift acceptance of computers from Digital Equipment Corporation:

Public comment: Bill Hale
Roberto Esteves

MOTION: Commissioner Agnos moved to recommend to full Commission acceptance of a gift of personal computers from Digital Equipment Corporation up to the amount of \$100,000 and recommendation to the Board of Supervisors acceptance of the gift.

ACTION: Unanimously recommended

Report on Library Express:

No report was given. City Librarian Kenneth E. Dowlin suggested he speak with the chair of the Planning and Policy Committee regarding reports on Library Express.

Final report on Chinatown branch:

Vice President Streets reported on the air handling unit at Chinatown branch and referred to a report from the acoustical consultants, Wilson, Ihrig & Associates, Inc., in which the firm stated: "The noise levels on 7 May 1996, at the property line, were less than 60 dBA. Therefore, the noise levels from the rooftop equipment are in compliance with the requirements of the City of San Francisco Municipal Code."

DRAFT

New business:

In response to Commissioner Higuera, Rich Walsh, Director of Operations, assured that deficiencies in the new Main, including carpeting quality, are discussed in weekly meetings with James Cheng of the Department of Public Works. Final resolution should be arrived at in 6 - 8 weeks.

Further, in response to Commissioner Higuera, Vice President stated that the City uses a claims process and that six months ago a potential claim did not amount to a significant dollar amount.

Mr. Dowlin reported that the Chinatown branch opening had been a success.

Public comment: None further

Adjournment: Vice President Streets adjourned the meeting at 5:08 p.m.

06/19/96

M. Culver

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

6/18/96

AUG 27 1996

SAN FRANCISCO
PUBLIC LIBRARY

Finance, Operations and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, June 18, 1996

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
CONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
JERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

A regular meeting of the Finance, Operations and Building Committee of the San Francisco Public Library Commission was held on Tuesday, June 18, 1996, at the Main Library, Civic Center.

Call to order: 4:09 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

Donation of computer software and workstation licenses from Microsoft Corp.:

MOTION: Commissioner Higuera moved to recommend to full Commission that the Commission authorize the San Francisco Public Library to accept a donation of computer system software and workstation licenses valued at \$186,956 which has been contributed by Microsoft Corporation through the Friends of the Library.

ACTION: Unanimously recommended

Grant application for National Science Foundation, Network Infrastructure for Education Program:

MOTION: Commissioner Agnos moved to recommend to full Commission that the Commission authorize the San Francisco Public Library to apply for, accept and expend \$254,736 to be awarded by the National Science Foundation, Network Infrastructure for Education Program.

ACTION: Unanimously recommended

Grant application in collaboration with Unified School District for United States Department of Education, Challenge Grant for Technology in Education Program:

MOTION: Commissioner Higuera moved to recommend to full Commission that the Commission authorize the San Francisco Public Library to apply for, accept and expend \$200,000 per year for five years for a maximum of \$1,000,000 as part of a



CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

collaboration with the Unified School District to be awarded by the United States Department of Education, Challenge Grant for Technology in Education Program.

ACTION: Unanimously recommended

Gift acceptance of computers from Digital Equipment Corporation:

MOTION: Commissioner Agnos moved to recommend to full Commission acceptance of a gift of personal computers from Digital Equipment Corporation up to the amount of \$100,000 and recommendation to the Board of Supervisors acceptance of the gift.

ACTION: Unanimously recommended

Report on Library Express:

No report was given. City Librarian Kenneth E. Dowlin said he would speak with the chair of the Planning and Policy Committee regarding reports on Library Express.

Final report on Chinatown branch:

Final report not yet ready. Vice President Streets reported on the air handling unit at Chinatown branch and referred to a report from acoustical consultants Wilson, Ihrig & Associates, Inc., in which the firm stated: "The noise levels on 7 May 1996, at the property line, were less than 60 dBA. Therefore, the noise levels from the rooftop equipment are in compliance with the requirements of the City of San Francisco Municipal Code."

New business:

In response to Commissioner Higuera, Rich Walsh, Director of Operations, assured that deficiencies in the new Main, including carpeting quality, are discussed in weekly meetings with James Cheng of the Department of Public Works. Final resolution should be arrived at in 6 - 8 weeks.

Further, in response to Commissioner Higuera, Vice President Streets stated that the City uses a claims process and that a potential claim six months ago did not amount to a significant dollar amount.

Mr. Dowlin reported that the Chinatown branch opening had been a success.

Adjournment: Vice President Streets adjourned the meeting at 5:08 p.m.
08/22/96 - M. Culver

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7/16/96

Canceled



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

JUL 12 1996

SAN FRANCISCO
PUBLIC LIBRARY

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. FIGUERAS, A.L.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MA T. W. CULVER
Cde. in Secretary

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the Finance, Operations and Building
Committee meeting of the San Francisco Public Library Commission for Tuesday,
July 16, 1996, at 4:00 p.m., at the Main Library, Civic Center has been canceled.

Margaret W. Culver
MARGARET W. CULVER
Library Commission Secretary

POSTED: July 12, 1996



CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415-557-4333

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

AUG 16 1996

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the **Finance, Operations and Building Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, August 20, 1996

TIME: 4:00 p.m.

PLACE: Latino/Hispanic Community Meeting Room,
Lower Level, Main Library, Civic Center

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

ACTION ITEM ?

1. Call to order
 2. Public comment (for those who cannot attend entire meeting)
 3. Discussion and possible action to recommend to full Commission that the Commission authorize the San Francisco Public Library to apply for funding for a Community Facilities Rehabilitation & Construction Block Grant through the Mayor's Office of Community Development **YES**
 4. Report on 1996-97 budget
 5. New business
 6. Public comment
 7. Adjournment
- 08/16/96 M. Culver



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8/20/96

DOCUMENTS DEPT.

SEP 16 1996

SAN FRANCISCO
PUBLIC LIBRARY

Finance Operations and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, August 20, 1996

A regular meeting of the **Finance, Operations and Building Committee** of the San Francisco Public Library Commission was held on Tuesday, August 20, 1996, at the Main Library, Civic Center.

Call to order: 4:40 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

Public comment: None

Community Facilities Rehabilitation & Construction Block Grant through the Mayor's Office of Community Development:

City Librarian Kenneth E. Dowlin reported that the grant would put full wiring in seven resource branch libraries for Internet access.

Sybil Boutlier, library staff, reported that the cost of wiring maintenance would be covered for one year and that the Mayor's Office of Community Development may award one branch at a time. In response to Commissioner Agnos, Ms. Boutlier responded that the block grant would be for upgrade of facilities.

MOTION: Commissioner Agnos moved to recommend to the full Commission that the Commission authorize the San Francisco Public Library to apply for funding for a Community Facilities Rehabilitation & Construction Block Grant through the Mayor's Office of Community Development.

ACTION: Unanimously recommended

Report on 1996-97 budget:

David Price, Special Assistant to the City Librarian, presented an executive summary



DRAFT

of the 1996-97 budget. (Copy of budget/summary in Commission office)

Public comment: Ellen Egbert, patron; Roslyn Koo, Friends of Chinatown Branch; David Gabler, SEIU Local 790, recommended not filling the Assistant to the City Librarian/Communications position during this budget year; Thomas Tavis, SFPL staff.

New business: None

Public comment: None

Adjournment: 5:44 p.m.

08/30/96

M. Culver

1887

Received of the Treasurer of the

Board of Directors of the

City of New York

the sum of

Five hundred and

no more

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P76.35

#2

8/20/96



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

AUG 21 1996

SAN FRANCISCO
PUBLIC LIBRARY

VILLIE L. BROWN, JR.
Mayor

TEVEN A. COULTER
resident

FRAN A. STREETS
Vice President

MERRY AGNOS
ONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ARNEST H. LLORENTE
AROLD STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

Finance Operations and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Tuesday, August 20, 1996

A regular meeting of the Finance, Operations and Building Committee of the San Francisco Public Library Commission was held on Tuesday, August 20, 1996, at the Main Library, Civic Center.

Call to order: 4:40 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

Public comment: None

Community Facilities Rehabilitation & Construction Block Grant through the Mayor's Office of Community Development:

City Librarian Kenneth E. Dowlin reported that the grant would put full wiring in seven resource branch libraries for Internet access.

Sybil Boutilier, library staff, reported that the cost of wiring maintenance would be covered for one year and that the Mayor's Office of Community Development may award one branch at a time. In response to Commissioner Agnos, Ms. Boutilier responded that the block grant would be for upgrade of facilities.

MOTION: Commissioner Agnos moved to recommend to the full Commission that the Commission authorize the San Francisco Public Library to apply for funding for a Community Facilities Rehabilitation & Construction Block Grant through the Mayor's Office of Community Development.

ACTION: Unanimously recommended



Report on 1996-97 budget:

David Price, Special Assistant to the City Librarian, presented an executive summary of the 1996-97 budget. (Copy of budget/summary in Commission office)

Public comment: David Gabler, SEIU Local 790, recommended not filling the Assistant to the City Librarian/Communications position during this budget year.

New business: None

Public comment: None

Adjournment: 5:44 p.m.

10/11/96
M. Culver

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

SEP 13 1996

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the Finance, Operations and Building

Committee meeting of the San Francisco Public Library Commission scheduled for

Tuesday, September 17, 1996, at 4:00 p.m. at the Main Library, Civic Center, has
been canceled.

Margaret W. Culver

MARGARET W. CULVER
Library Commission Secretary

POSTED: September 13, 1996

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, AIA.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Library Commission Secretary



CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415-557-4233

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SAN FRANCISCO PUBLIC LIBRARY

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OCT 11 1996

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the **Finance, Operations and Building Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, October 15, 1996

TIME: 4:00 p.m.

PLACE: Latino/Hispanic Community Meeting Room
Lower Level, Main Library, Civic Center

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

ACTION ITEM ?

1. Call to order
2. Update on Old Main & annex, Richmond and Mission branch libraries
3. Discussion and possible action to recommend to full Commission that it authorize the San Francisco Public Library to apply for funding for installation of T-1 lines in Bayview, Chinatown and Excelsior branches in a partnership grant with the American Library Association and Microsoft Corporation **YES**
4. Report on the Library's first quarterly 1996-97 expenditures
5. Report on long-range financial plan
6. New business
7. Public comment
8. Adjournment

10/11/96 - M. Culver



SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

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10/15/96



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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OCT 21 1996

SAN FRANCISCO
PUBLIC LIBRARY

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHEN
CHARLES A. HIGUERAS, A.I.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

Finance, Operations and Building Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, October 15, 1996

A regular meeting of the **Finance, Operations and Building Committee** of the San Francisco Public Library Commission was held on Tuesday, October 15, 1996, at the Main Library, Civic Center.

Call to order: 4:15 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

Update on Old Main & annex, Richmond and Mission branch libraries:

David Price, Assistant to the City Library, Finance/Administrative Support, presented a written report prepared by Rich Walsh, Operations Director. (Report available in Commission office)

Grant application for installation of T-1 lines in Bayview, Chinatown and Excelsior branches:

Mary Downey, Finance Director, presented wording for a resolution for possible recommendation to the full Commission authorizing the San Francisco Public Library to accept and expend \$225,000 in cash and in-kind services to be awarded jointly by the American Library Association and Microsoft Corporation, as part of the libraries online program. To provide neighborhood access to telecommunications, multimedia and the graphical Internet in three branch libraries; waiving indirect costs.

MOTION: Commissioner Agnos moved to recommend the resolution to the full Commission.

ACTION: Unanimously approved



Report on the Library's first quarterly 1996-97 expenditures:

Mr. Price presented Ms. Downey's written report dated October 11, 1996. (Available in Commission office)

At the request of Vice President Streets, Mr. Price stated that he would ask for a City Attorney opinion on 1028 mandated hours of service.

Report on long-range financial plan:

Mr. Price presented Ms. Downey's written report dated October 11, 1996.

Commissioner Agnos requested that further options to Options A, B and C presented at the October 1, 1996, full Commission meeting be available at the November 5, 1996, full Commission meeting.

At Vice President Street's request, Mr. Price stated he would review the "Preferences for Library Hours, Materials and Services: A Survey of San Francisco Residents" prepared by David Binder Research dated August 1994.

New business:

Commissioner Agnos asked for an update on the backlog and reshelving.

Public comment: None

Vice President Streets adjourned the meeting at 5:50 p.m.

10/19/96

M. Culver



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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canceled

WILLIE L. BROWN, JR.
Mayor

NOTICE OF CANCELED MEETING

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

CHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, A.L.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Lib. Secretary

NOTICE IS HEREBY GIVEN that the **Finance, Operations and Building**

Committee meeting of the San Francisco Public Library Commission scheduled for

Tuesday, November 19, 1996, at 4:00 p.m. at the Main Library, Civic Center, has
been canceled.

Margaret W. Culver
MARGARET W. CULVER
Library Commission Secretary

POSTED: November 15, 1996

DOCUMENTS DEPT.

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PUBLIC LIBRARY



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SAN FRANCISCO PUBLIC LIBRARY

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the **Finance, Operations and Building**

Committee meeting of the San Francisco Public Library Commission scheduled for

Tuesday, December 17, 1996, at 4:00 p.m. at the Main Library, Civic Center,

has been canceled.

Margaret W. Culver

MARGARET W. CULVER
Secretary, Library Commission

POSTED: December 13, 1996



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SAN FRANCISCO, CALIFORNIA 94102

TELEPHONE 415-557-4233

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Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
City Librarian Secretary



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1/21/97

Canceled



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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JAN 16 1997

SAN FRANCISCO
PUBLIC LIBRARY

VILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

MERRY AGNOS
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CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Library Secretary

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the **Finance, Operations and Building** Committee meeting of the San Francisco Public Library Commission scheduled for Tuesday, January 21, 1997, has been canceled, to be replaced by a special meeting of the full Commission on Tuesday, January 21, 1997, at 4:00 p.m. in the Latino/Hispanic Community Meeting Room at the Main Library, Civic Center.

Margaret W. Culver

MARGARET W. CULVER
Secretary, Library Commission

POSTED: January 16, 1997





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SAN FRANCISCO PUBLIC LIBRARY
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FEB 13 1997

SAN FRANCISCO
PUBLIC LIBRARY

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARKET W. CULVER
Commission Secretary

NOTICE OF MEETING

A regular meeting of the Finance, Operations and Building Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, February 18, 1997

TIME: 4:00 p.m.

PLACE: Latino/Hispanic Community Meeting Room,
Lower Level, Main Library, Civic Center

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

ACTION ITEM?

1. Call to order
2. Public comment (for those who cannot attend entire meeting)
3. New Main Library report:
 - a. Project closeout - remaining issues:
Jim Cheng, Department of Public Works
 - b. Main Library maintenance and operations -
obligations and issues:
Richard Walsh, Operations & Maintenance/
Jorge Alfaro, Department of Public Works



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ACTION ITEM?

4. Branch library renovation report
 - a. 1988 General Obligation Bond Program -
Review and status report: Jorge Alfaro
 - b. 1990 Earthquake Safety Program -
Review and status report: Jorge Alfaro
5. Library Foundation Events Management report:
Cindy Morton, Library Foundation of San Francisco
6. Grant Award Notifications
 - a. Report on Major Urban Resource Library (MURL) grant
to purchase books and materials:
Kathryn Page, Acting City Librarian
 - b. Report on Bay Area Library & Information System (BALIS)
grant to purchase Z39.50 server software package:
Kathryn Page
7. New business
8. Adjournment

YES

- a. Motion
- b. Public comment
- c. Vote
- d. Adjournment

02/13/97
M. Culver

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

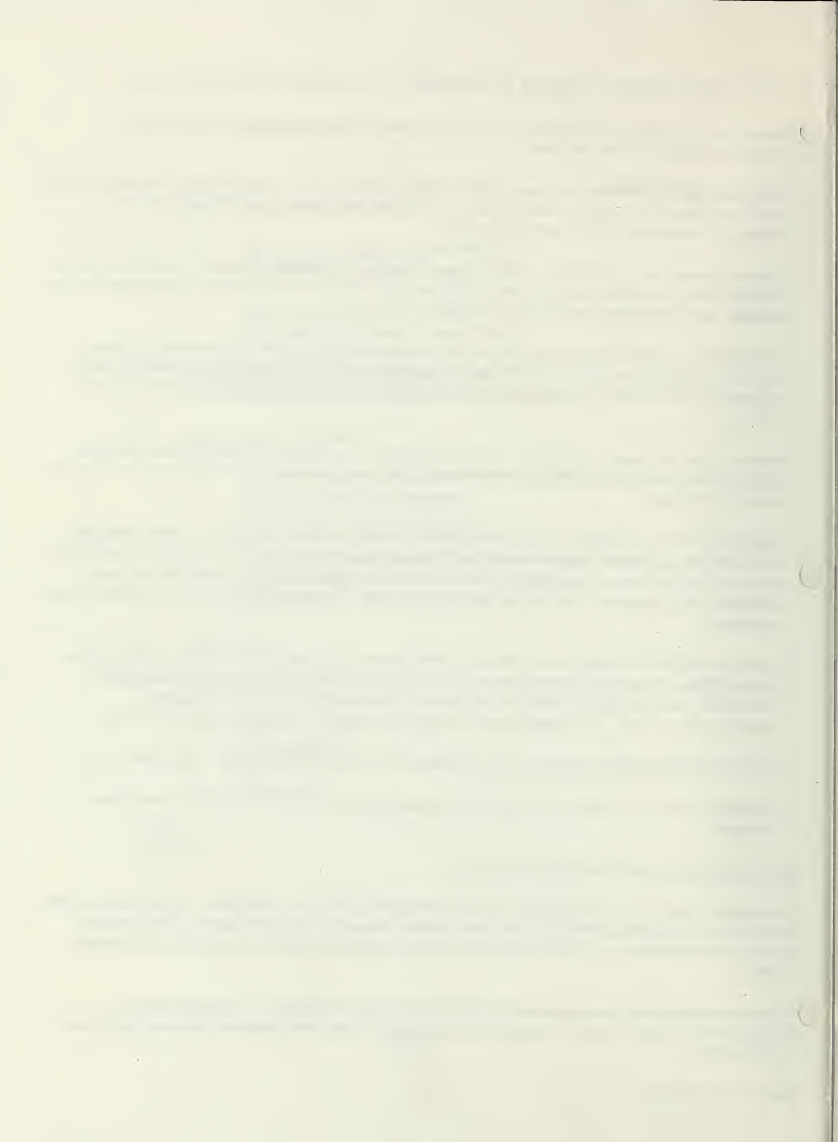
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S F P L COMMISSION
PROJECT MANAGEMENT REPORT



BRANCH LIBRARY IMPROVEMENT BONDS
1988 GENERAL OBLIGATION BOND PROGRAM
1990 EARTHQUAKE SAFETY PROGRAM PHASE 2

SAN FRANCISCO PUBLIC LIBRARY

February 1997

BUREAU OF ARCHITECTURE
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO

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2/12/97

PROGRAM STATUS REPORT

PROGRAM

Public Library Improvement Bonds

BOA PROGRAM MANAGER

Roger Wong

STATUS DATE

February 6, 1996

CLIENT

Public Library

DESCRIPTION

The program includes building a new main library facility at Civic Center. It also includes the renovation of six branch libraries including seismic strengthening, disabled access, and facility preservation work. As part of a building condition assessment effort, studies are being conducted on ten other branch libraries to evaluate their compliance with minimum life-safety criteria.

PROGRAM FINANCIAL PLAN - as of 12/27/96**REVISED APPROVED BUDGET**

\$152.91M

CURRENT EXPENDITURES

\$133.49M

FORECAST BUDGET

\$153.33M

SUMMARY MILESTONES

| JOB NO. | PROJECT | CURRENT PHASE | % PROJECT COMPLETE | COMMENTS |
|---------|--------------------------------|---------------|--------------------|----------|
| 5146A | Park Branch Library | Completed | 100% | |
| 5147A | Presidio Branch Library | Completed | 100% | |
| 5149A | Sunset Branch Library | Completed | 100% | |
| 2118Q | 10 Building Evaluation Studies | Completed | 100% | |
| 5418A | New Main Library | Completed | 100% | |
| 5148A | Chinatown Branch Library | Completed | 100% | |
| 5150A | Mission Branch Library | Design | 90% | |
| 2119Q | Richmond Branch Library | Programming | 9% | |

PROGRAM HIGHLIGHTS AND ISSUES TO RESOLVE

- **Mission Branch Library:** Following the 12/20/97 meeting with the Library, BOA has prepared a proposal to reduce the project budget from \$4.3 million to \$3.8 million. A meeting will be scheduled with the Library to review the proposal.
- **Richmond Branch Library:** SFPL has not made a decision on funding.

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2/12/97

PROGRAM STATUS REPORT

PROGRAM

Public Library Improvement Bonds

BOA PROGRAM MANAGER

Roger Wong

STATUS DATE

February 6, 1997

CLIENT

Public Library

TECHNICAL ISSUES**PROGRAM HIGHLIGHTS AND ISSUES TO RESOLVE****Mission Branch:**

- BOA received some architectural and structural comments from DBI during plan-check. These were addressed and revised drawings were submitted on 1/27/97.
- BOA has prepared a proposal for reducing project budget from \$4,345,500 to \$3,806,000. A meeting will be arranged to discuss the cost reduction in detail.

Richmond Branch:

- There was no design activity.

Program Financial Plan
1988 Public Library Improvement Bond
as of December 27, 1996

| Master Project: CLBPLB | Original Budget | Approved Revised Budget | Funding Source Plan | | | | Total Sources | Current Appropriation (per FAMS) 27 Dec-96 | Current Expenditures (per FAMS) 27 Dec-96 | Project Manager's Forecast Budget | Project Budget Increase (Decrease) |
|--|-----------------|-------------------------|---------------------|------------|---------------|----------------|---------------|--|---|-----------------------------------|------------------------------------|
| | | | Bonds | Interest | Grants | Other | | | | | |
| ***** | | | | | | | | | | | |
| Level 2: Main Library - ML | | | | | | | | | | | |
| 00 New Main Library | | | | | | | | | | | |
| 5418A 14 Construction | 110,232,911 | 110,232,911 | 89,456,844 | 9,210,399 | 78,000 (3) | 11,487,568 (1) | 110,232,911 | 107,794,800 | 108,149,739 | 110,232,911 | 0 |
| 5128A 11 Planning & Design | 14,108,872 | 14,108,872 | 11,729,904 | | | 2,378,768 (1) | 14,108,872 | 14,064,872 | 14,046,624 | 14,108,872 | 0 |
| 5143A 04 Management Services | 1,107,255 | 1,107,255 | 1,107,255 | | | | 1,107,255 | 1,107,255 | 1,107,255 | 1,107,255 | 0 |
| 5175A 13 Early Exc. Contract | 253,211 | 253,211 | 253,211 | | | | 253,211 | 253,211 | 253,211 | 253,211 | 0 |
| Library Foundation (2) | | | | | | | 7,985,000 | | | 7,985,000 | 0 |
| Subtotal | 104,500,000 | 133,687,049 | 102,547,314 | 9,210,399 | 78,000 | 21,851,336 | 133,687,049 | 123,220,138 | 121,558,828 | 133,687,049 | 0 |
| Level 2: Branch Libraries - BR | | | | | | | | | | | |
| 00 Branch Library Improvements | | | | | | | | | | | |
| 5145A 21 Misc. Management | 148,928 | 148,928 | 148,928 | | | | 148,928 | 148,928 | 148,928 | 148,928 | 0 |
| 5148A 22 Park | 900,000 | 1,003,750 | 1,003,750 | | | | 1,003,750 | 1,003,750 | 999,071 | 1,003,750 | 0 |
| 5147A 23 Preschool | 600,000 | 643,200 | 643,200 | | | | 643,200 | 643,200 | 641,000 | 643,200 | 0 |
| 5148A 24 Chitlawton | 1,500,000 | 6,739,877 | 1,826,506 | 2,320,867 | 2,592,704 (4) | | 6,739,877 | 6,739,877 | 6,440,149 | 6,739,877 | 0 |
| Chitlawton (non-DPMW) | | 570,043 | 0 | | 227,987 (5) | | 342,056 (5) | 570,043 | | 570,043 | 0 |
| Chitlawton (ESP/IT) | | 2,500,000 | | | 2,500,000 (9) | | 2,500,000 | 1,006,043 | 1,005,066 | 2,500,000 | 0 |
| 5149A 25 Sunset | 1,000,000 | 1,006,043 | 1,006,043 | | | | 1,006,043 | 1,006,043 | 1,006,043 | 1,006,043 | 0 |
| 5150A 26 Mission | 1,000,000 | 3,054,536 | 355,750 | 2,002,207 | 696,579 (6) | | 3,054,536 | 645,000 | 812,994 | 3,350,000 | 295,464 |
| Mission Boiler Repl. | | 100,000 | 0 | 150,000 | | | 100,000 (7) | 100,000 | | 100,000 | 0 |
| 5155A 27 Branch Relocation & Rental | | 228,654 | 82,460 | 166,194 | | | 150,000 | 150,000 | 109,479 | 150,000 | 0 |
| Subtotal | 5,000,000 | 16,145,031 | 5,046,637 | 4,639,068 | 3,517,270 | 2,942,056 | 16,145,031 | 11,327,032 | 10,945,811 | 16,561,841 | 416,810 |
| Level 2: Support Services - SS | | | | | | | | | | | |
| 01 Misc. Project Services | | | | | | | | | | | |
| 02 Financial-Legal Services | 349,330 | 349,330 | 349,330 | | | | 349,330 | 209,843 (13) | 497 | 349,330 | 0 |
| 03 Library Mgmt Serv-Salary | 1,507,617 | 1,507,617 | 1,507,617 | 0 | | | 1,507,617 | 349,330 | 203,226 | 1,507,617 | 0 |
| 05 COWCAP | 49,102 | 49,102 | 49,102 | | | | 49,102 | 1,507,617 | 1,540,635 | 1,507,617 | 0 |
| Subtotal | 0 | 1,906,049 | 1,906,049 | 0 | 0 | 0 | 1,906,049 | 2,068,790 | 1,892,761 | 1,906,049 | 0 |
| Unallocated | | | | | | | | | | 1,176,711 | |
| TOTAL | 109,500,000 | 152,914,840 | 109,500,000 | 15,026,178 | 3,595,270 | 24,793,392 | 152,914,840 | 136,813,960 | 133,495,400 | 153,331,650 | 416,810 |
| Revenues Realized to date (8) | | | 109,500,000 | 16,068,720 | 199,814 | 12,253,853 | 138,022,387 | | | | |
| Notes: | | | | | | | | | | | |
| (1) Library Foundation Funds | | | | | | | | | | | |
| (2) See MOU dated 9/12/95 for Library Foundation Budget | | | | | | | | | | | |
| (3) Library Foundation Funds not going through DPW. | | | | | | | | | | | |
| (4) Energy Grant from SFPUC. | | | | | | | | | | | |
| (5) Grants: Open Space Grant \$120,000 | | | | | | | | | | | |
| (6) State Library Bonds \$2,328,354; MOCO \$144,350. | | | | | | | | | | | |
| (7) Chitlawton Funds not going through DPW. | | | | | | | | | | | |
| (8) Federal Grant via State Library | | | | | | | | | | | |
| (9) ESF2 Funds for the Mission Branch | | | | | | | | | | | |
| (10) FAMS as of April 1, 1996 (Except Interest as of 6/96) | | | | | | | | | | | |
| (11) Interest subject to FY95-96 Arbitrage Liability | | | | | | | | | | | |
| (12) ESF2 Funds for the Chitlawton Branch | | | | | | | | | | | |
| (13) ESF2 Funds for the Mission Branch | | | | | | | | | | | |
| (14) \$250,000 Required for Mission B | | | | | | | | | | | |

KPSC
2/12/97

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2/12/97

Program Financial Plan Report
Earthquake Safety Program - Phase 2
as of December 31, 1996

| Master Project: CATE32 | Level 2 Status | Original Budget 2 (5) | Approved Revised Budget 1 (4) | Funding Source Plan | | | Current | | Project Manager's Forecast Budget | Increase (Decrease) |
|------------------------|----------------------------------|-----------------------|-------------------------------|---------------------|--------------|-------------|-----------|--------------|-----------------------------------|---------------------|
| | | | | Bonds | FEMA OES (6) | Interest | Other | Total Source | | |
| CL | Branch Libraries (10) | | 0 | | | | | | | 0 |
| CL | Chinatown | 2,500,000 | 2,500,000 | | | | | 2,500,000 | 2,495,906 | 2,500,000 |
| RL | Richmond Branch Library | 2,428,638 | 2,428,638 | | | | | 583,600 | 114,241 | 2,428,638 |
| VL | Bx. Lib. Assets, Testing & Insp. | 450,000 | 450,000 | | | | | 450,000 | 360,018 | 400,769 |
| ML | Mission Library | 96,000 | 96,000 | | | | | 96,000 | 79,947 | 145,211 |
| BH | Bernal Heights Library | 424,100 | 5,403 | | | | | 5,403 | 5,403 | 5,403 |
| EB | Eureka Branch Library | 517,800 | 3,582 | | | | | 3,582 | 3,582 | 3,582 |
| EL | Excelsior Library | 314,200 | 41,701 | | | | | 41,701 | 41,701 | 41,701 |
| GG | Golden Gate Library | 874,500 | 12,398 | | | | | 12,398 | 12,398 | 12,398 |
| MB | Marina Branch Library | 534,800 | 28,609 | | | | | 28,609 | 28,609 | 28,609 |
| NB | North Beach Library | 755,800 | 40,832 | | | | | 40,832 | 40,832 | 40,832 |
| OL | Ortega Library | 425,800 | 4,221 | | | | | 4,223 | 4,221 | 4,221 |
| WP | West Portal Library | 771,300 | 4,121 | | | | | 4,121 | 4,121 | 4,121 |
| WA | Western Addition Library | 440,200 | 1,225 | | | | | 1,226 | 1,225 | 1,225 |
| | SUBTOTAL | 4,958,500 | 5,616,530 | 0 | 0 | 0 | 0 | 3,751,934 | 3,192,006 | 5,616,530 |
| AS | Admission Set aside | 2,930,000 | 0 | | | | | 0 | 1,586,181 | 0 |
| PL | Planning and Assessment | 1,890,000 | 1,890,000 | | | | | 1,976,300 | 1,720,345 | 1,990,000 |
| PM | DPW Program Mgt. Control | 8,900,000 | 8,900,000 | | | | | 8,900,000 | 5,043,510 | 8,900,000 |
| NVA | Program Contingency | 2,688,419 | 30,112 | | | (14) | 2,658,307 | 2,953,729 | 1,324,980 | 2,953,729 |
| PC | Program Consultants (6) | 2,953,729 | 2,953,729 | | | | | 2,953,729 | 0 | 0 |
| | Reserve: Ineligible/Projects | 320,544 | 320,544 | | | | | 320,544 | 0 | 0 |
| | SUBTOTAL | 4,820,000 | 16,752,692 | 14,094,385 | 0 | 2,658,307 | 0 | 15,416,210 | 8,088,835 | 15,743,729 |
| | | | | | | | | | | (1,008,963) |
| CO | Chief Administrative Officer | 265,215 | 265,215 | | | | | 375,823 | 317,850 | 375,823 |
| CA | City Attorney | 341,630 | 341,630 | | | | | 396,342 | 135,654 | 396,342 |
| CT | Controller | 72,000 | 72,000 | | | | | 72,000 | 0 | 72,000 |
| UN | Unclassified | 0 | 878,845 | | | 0 | 0 | 16,130,499 | 0 | 0 |
| | SUBTOTAL | 0 | 878,845 | 878,845 | 0 | 0 | 0 | 16,974,664 | 453,504 | 844,165 |
| | | | | | | | | | | 165,320 |
| | TOTAL | 332,400,000 | 389,077,375 | 209,198,660 | (12) | 123,201,340 | (12) | 35,000,000 | 21,677,375 | 360,894,482 |
| | | | | | | | | | | 238,111,432 |
| | | | | | | | | | | 397,295,843 |
| | | | | | | | | | | 8,218,468 |

- (1) State Seismic Bond Grant \$439,728
- (2) Department of Convention Facility Management
- (3) Parking Authority \$1,832,080. Ric/Park \$1,190,500 (Bond placed \$1,2M Parking Authority Bonds on reserve pending toxic assessment)
- (4) This budget is consistent with the MOU Revision #3, dated April 18, 1996
- (5) To review "Original Budget-1", see MOU dated 05/07/94
- (6) Budget in FAMS has been adjusted to reflect FEMA DSH appropriations
- (7) 4 Year Memorial Improvements. Est. costs assigned to ESP2, \$6,626,440.
- (8) Program Consultants Revised Approved Budget \$353,729 allocated from the following projects:
City Hall \$135,301, DPW \$23,877, Civic Aud. \$29,182, Opera \$43,356, Valencia \$43,191, EDP \$77,820, DPW PM/Control \$2.6 Million
- (9) Health Facility Energy Conservation Fund
- (10) Branch Libraries will be completed in order of priority set by the SF Public Library. See ESP2 MOU Revision #2, dated 3/22/95
- (11) \$1.4 million Hazard Mitigation Grant & \$644,133 FEMA
- (12) \$2,322,400,000 equals expenditure limit
- (13) Not available
- (14) Interest Amount based on projection and is not currently available for appropriation

K Page
2/12/97

Program Financial Plan Report Earthquake Safety Program - Phase 2

as of December 27, 1986

16 Jan 87

| Master Project: CATEB2 | Level 2 Status | ***** | | | | | | | | | | Current Appropriation (per FAMIS) 27 Dec 96 | Current Expenditures (per FAMIS) 27 Dec 96 | Project Manager's Forecast Budget | Increase (Decrease) |
|---------------------------|----------------|-------------------------------|-----------------------------------|-------------|------------------|---------------------|--|------------|-----------------|------------|-------------|--|---|--|------------------------|
| | | Original Budget 2 (5) | Approved Revised Budget (4) | Bonds | FEMA/ OES (6) | Funding Source Plan | | | Total Source | | | | | | |
| | | | | | | | | Intert | Other | | | | | | |
| CH | C | City Hall | 128,540,500 | 181,066,283 | 75,612,707 | 105,457,083 | | 18,000,000 | 16,759,165 (7) | 26,493 (N) | 181,066,283 | 161,220,034 | 116,563,670 | 181,066,283 | 0 |
| OP | C | Opera House | 42,225,900 | 65,438,956 | 29,693,153 | 718,638 | | 18,000,000 | | | 65,438,956 | 64,382,249 | 64,382,336 | 68,569,905 | 3,132,949 |
| VT | C | Veerman's Building | 40,965,000 | 31,499,919 | 1,103,690 | 1,344,277 | | | | | 31,499,919 | 2,447,968 | 1,434,241 | 2,447,967 | 0 |
| CV | C | Civic Auditorium | 27,709,000 | 34,969,919 | 32,038,552 | 686,751 | | | | | 34,969,919 | 34,316,303 | 32,434,823 | 33,172,203 | (1,327,716) |
| PH | C | DPH Headquarters | 17,735,100 | 22,500,000 | 14,957,196 | 116,206 | | 7,341,693 | | | 22,500,000 | 9,773,025 | 3,285,348 | 28,141,963 | 5,841,963 |
| ZO | C | S.F. Zoo Subunit/Refurbished | 26,000,000 | 23,925,000 | 18,925,000 | | | 7,000,000 | | | 23,925,000 | 11,055,088 | 7,190,720 | 25,925,000 | 0 |
| | | SUBTOTAL | 283,175,500 | 331,966,125 | 172,596,296 | 108,322,955 | | 32,341,693 | 18,645,179 | | 331,966,125 | 303,187,668 | 205,194,138 | 339,353,321 | 7,447,196 |
| HA | D | City Hall Annex | 136,000 | 19,468 | 0 | 19,468 | | | | | 19,468 | 51,878 | 19,468 | 19,468 | 0 |
| DH | D | Devies Hall | 760,000 | 422,236 | 212,200 | 210,036 | | | | | 422,236 | 422,236 | 168,811 | 422,236 | 0 |
| DY | D | De Young Museum Complex | 388,600 | 37,740 | 37,740 | | | | | | 37,740 | 37,740 | 37,740 | 37,740 | 0 |
| D5 | D | D59 Office - 150 Old St. | 179,000 | 186,899 | 186,899 | | | | | | 186,899 | 186,899 | 186,899 | 186,899 | 0 |
| D7 | D | D59 Office - 170 Old St. | 64,800 | 22,025 | 22,025 | | | | | | 22,025 | 22,025 | 22,025 | 22,025 | 0 |
| GH | D | General Hospital Complex | 3,027,000 | 4,377,000 | 2,332,867 | 2,044,133 (11) | | | | | 4,377,000 | 1,586,588 | 1,486,384 | 4,377,000 | 0 |
| HJ | D | Hall of Justice | 542,600 | 1,186,644 | 272,185 | 913,459 | | | | | 1,186,644 | 1,291,602 | 1,186,644 | 1,186,644 | 0 |
| IP | D | Inglekide Police Station | 1,019,000 | 1,018,060 | 1,018,060 | | | | | | 1,018,060 | 1,018,060 | 1,018,060 | 1,018,060 | 0 |
| LG | C | Lepuna Honda Hospital | 438,000 | 1,900,000 | 1,110,763 | 789,237 | | | | | 1,900,000 | 1,903,062 | 1,870,074 | 1,900,000 | 0 |
| LN | C | Main Library | 5,280,000 | 1,692,247 | 1,262,908 | 429,339 | | | | | 1,692,247 | 1,758,750 | 1,657,590 | 1,701,457 | 9,210 |
| MP | C | Marina Green Park | 2,271,800 | 3,005,405 | 1,662,327 | 1,343,078 | | | | | 3,005,405 | 2,357,714 | 1,425,765 | 2,608,040 | (399,365) |
| MR | C | Marina Green - West End Pier | 168,400 | 348,228 | 194,730 | 153,498 | | | | | 348,228 | 348,228 | 320,405 | 348,228 | 0 |
| MC | D | Musio Concourse | 7,450,000 | 3,033,405 | 206,865 | 2,826,540 | | | | | 3,033,405 | 3,091,922 | 3,016,979 | 3,033,405 | 0 |
| PF | D | Palace of Fine Arts/Explor. | 645,000 | 1,636,525 | 1,191,574 | 444,951 | | | | | 1,636,525 | 1,506,675 | 1,636,525 | 1,636,525 | 0 |
| PP | D | Park Police Station | 1,025,000 | 1,025,000 | 1,025,000 | | | | | | 1,025,000 | 1,025,000 | 999,682 | 1,025,000 | 0 |
| PJ | D | San Bruno Men's Jail | 10,700,000 | 1,048,000 | 1,048,000 | | | | | | 1,048,000 | 1,048,000 | 943,529 | 1,046,000 | 0 |
| WJ | 06-96 | San Bruno Women's Jail | 854,000 | 1,959,177 | 1,119,449 | 839,728 (1) | | | | | 1,959,177 | 2,262,859 | 679,599 | 2,500,000 | 540,823 |
| SG | 06-96 | St. Mary's Garage | 534,000 | 7,673,203 | 2,256,319 | 2,345,688 | | | | | 7,673,203 | 5,483,035 | 1,273,722 | 9,137,450 | 1,464,247 |
| TP | D | Taraval Police Station | 18,000 | 2,914 | 2,914 | | | | | | 2,914 | 2,914 | 2,914 | 2,914 | 0 |
| TK | D | Turk St. Sub-Station | 18,000 | 910 | 910 | | | | | | 910 | 910 | 910 | 910 | 0 |
| YG | C | Youth Guidance Center | 794,200 | 500,000 | 48,008 | 451,992 | | | | | 500,000 | 792,708 | 442,408 | 500,000 | 0 |
| ED | D | EDP Building | 213,800 | 0 | 0 | 0 | | | | | 0 | 0 | 0 | 0 | 0 |
| LD | D | Legion of Honor | 90,000 | 0 | 0 | 0 | | | | | 0 | 86,400 | 0 | 0 | 0 |
| NVA | D | Mission Bartlett Garage | 18,000 | 0 | 0 | 0 | | | | | 0 | 0 | 0 | 0 | 0 |
| NVA | D | Cardinal's Stadium | 629,000 | 0 | 0 | 0 | | | | | 0 | 0 | 0 | 0 | 0 |
| NVA | D | CAS Complex | 171,600 | 0 | 0 | 0 | | | | | 0 | 0 | 0 | 0 | 0 |
| PA | D | Police Academy | 18,000 | 0 | 0 | 0 | | | | | 0 | 0 | 0 | 0 | 0 |
| PS | D | Purchaser's Main Shop Bld. | 18,000 | 0 | 0 | 0 | | | | | 0 | 0 | 0 | 0 | 0 |
| PO | D | Purchaser's Office | 18,000 | 0 | 0 | 0 | | | | | 0 | 0 | 0 | 0 | 0 |
| SM | D | South of Market Cultural Ctr. | 18,000 | 0 | 0 | 0 | | | | | 0 | 0 | 0 | 0 | 0 |
| ME | D/C | Minor Earthquake Damage | 1,940,000 | 3,031,097 | 983,859 | 2,067,238 | | | | | 3,031,097 | 3,132,154 | 2,922,331 | 3,031,097 | 0 |
| | | SUBTOTAL | 39,446,000 | 34,123,183 | 16,212,602 | 14,877,395 | | | 3,032,196 | | 34,123,183 | 29,564,009 | 21,182,951 | 35,738,098 | 1,814,915 |

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Mission Branch Library
Project Chronology
2/10/97

SFPL COMMISSION

| Date | Scope of Work Description | Cost Impact | Budget Forecast |
|------------|--|-------------|---------------------------------|
| 1988 | Library Improvement Bond Issue is approved by the voters | | \$1,000,000 (Initial Budget) |
| 1993 -1994 | <p>Programming and Planning and Design Development Work. Included were the following major items:</p> <ul style="list-style-type: none"> • Steel cross bracing at upper level with vertical steel tubes at lower level perimeter. • Demolition and reconstruction of rear of library. • Shotcrete around all perimeter walls on both floors. • Roof Diaphragm bracing. • Extensive foundation work. | | |
| | State Library Grant based on: | \$696,579 | \$1,696,579 |
| | <ul style="list-style-type: none"> • Public Areas square footage requirements. • Linear foot of shelving. | | |
| Aug. 1994 | 50% Design Development Estimate Reflecting above scope. | \$2,060,421 | \$3,757,000 |
| Nov. 1994 | Value Engineering Proposal by new Project Manager | | |
| April 1995 | <p>Value Engineering Recommendations Adopted:</p> <ul style="list-style-type: none"> • Delete cross bracing. • Keep the rear of the building. • Reduce Extent of perimeter steel tubing. • Improve architectural layout. • Investigate hidden conditions. • A more efficient mechanical and electrical layout. | (\$603,154) | \$3,154,000 |

KP 2/12/97

| Date | Scope of Work Description | Cost Impact | Budget Forecast |
|-------------------------|---|-------------|-----------------|
| August 1995 | DPW Resumes Design after release of additional design funds. | | |
| Aug. 1995 to Sept. 1996 | <p>Additional Factors affecting Project Cost Increase:</p> <ul style="list-style-type: none">• New Pendant Lighting System.• New Paging and PA System and Security Data Wiring.• Relocation of existing balustrade frieze to first floor lobby.• Additional shelves in Children's Area.• New exterior security and night Lighting.• New air conditioning in Children's Area.• Material and labor cost variation of 12% to 14% as reflected in the last four years in Bay Area public works projects (such as 911, Opera House, Civic Auditorium, and City Hall).• Mobilization , contractor overhead costs, construction materials on-site storage and other traffic coordination costs associated with specific constraints of this site.• Increases in design, construction services and project control costs related to the new increased scope for the total project.• Construction contingency increase from 10% to 15% to provide adequate funding for change orders associated with historical renovation construction projects.• Project Contingency costs.• For clarity, relocation costs are included for first time in budget. | \$1,050,000 | |

K Page
2 / 12 / 97

| Date | Scope of Work Description | Cost Impact | Budget Forecast |
|---------------|--|-------------|-----------------|
| Sept. 1, 1996 | 80% Project Estimate from Project Manager | | \$4,204,000 |
| Sept. 5, 1996 | Meeting with Client to discuss Next Bond Appropriation <ul style="list-style-type: none"> At client's request DPW continued with design. DPW advised client that cost incurred would not be recoverable due to this decision. | | |
| Oct. 9, 1996 | Meeting with client to discuss Next Bond Appropriation <ul style="list-style-type: none"> Mission Branch Library not included in request. Client asks DPW to keep project budget at \$3.6 Million. DPW advised client that major items of work would have to be deleted if in compliance with this request. | | |
| Dec. 13, 1996 | 100% Estimate from Project Manager <ul style="list-style-type: none"> DPW informs client that construction documents have been completed. Reflects Slight increase in construction cost. Reflects Construction Management proposal from BCM. | \$141,483 | \$4,345,483 |
| Dec. 20, 1996 | Meeting with client to review Mission Costs <ul style="list-style-type: none"> DPW was asked to come up with alternatives to keep the project budget at or below \$3.6 Million. | | |
| Feb. 12, 1997 | Project Manager's new proposed budget as a result of reducing soft costs without deleting construction scope. | (\$125,983) | \$4,220,000 |

Mission Branch Library
Funding Plan

2/11/97

| | Library Bond Fund | | | |
|------------------------------------|-------------------|-------------------|----------------|------------------|
| | Mission Branch | Branch Relocation | ESPII | Total |
| Current Approved Budget | 3,054,536 | 56,215 (1) | 100,000 | 3,210,750 |
| Sources: | | | | |
| Appropriated | | | | |
| Bonds | 355,750 | 0 | 100,000 | 455,750 |
| Interest | 289,250 | 56,215 | 0 | 345,465 |
| Grants | 0 | 0 | 0 | 0 |
| Appropriated on Reserve | | | | |
| Bonds | 0 | 0 | 0 | 0 |
| Interest | 769,301 | 0 | 0 | 769,301 |
| Grants | 0 | 0 | 0 | 0 |
| Future Appropriations | | | | |
| Bonds | 0 | 0 | 0 | 0 |
| Interest | 943,656 | 0 | 0 | 943,656 |
| Grants | 696,579 | 0 | 0 | 696,579 |
| TOTAL | 3,054,536 | 56,215 | 100,000 | 3,210,751 |
| PM Forecast Budget | 3,350,000 | 250,000 | 620,000 | 4,220,000 |
| Additional Funding Required | 295,464 | 193,785 | 520,000 | 1,009,249 |
| Potential Sources | | | | |
| Library Interest/Unallocated | 295,464 | | | 295,464 |
| Library Interest/Unallocated | | 193,785 | | 193,785 |
| ESPII Bond Fund (2) (3) | | | 520,000 | 520,000 |
| | 295,464 | 193,785 | 520,000 | 1,009,249 |

- (1) Remaining Balance - Branch Relocation Project/Library Bond Fund
 (2) May be funded by potential Seismic Grant and/or Library Bond Fund
 Unallocated interest pending claims resolution.
 (3) Planned Appropriation \$750,000 to account for unforeseen
 conditions/bidding climate.

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SAN FRANCISCO
PUBLIC LIBRARY

Finance, Operations and Building Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, February 18, 1997

DRAFT

A regular meeting of the **Finance, Operations and Building Committee** of the San Francisco Public Library Commission was held on Tuesday, February 18, 1997, at the Main Library, Civic Center.

Call to order: 4:09 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

Vice President Streets read into the record **Principles of Operation** with which the Finance, Operations and Building Committee will operate:

"We will not deceive ourselves or others and we will not tolerate inaccurate or indefensible information. Honesty, integrity and high ethical standards will be the foundation to guide this committee."

Members of the public who spoke: James Chaffee, library activist; Bill Hale, library activist; Timothy Gillespie, Public Access Project; Deetje Boler, library patron; Jim Kirwan, library patron; and Peter Warfield, library patron

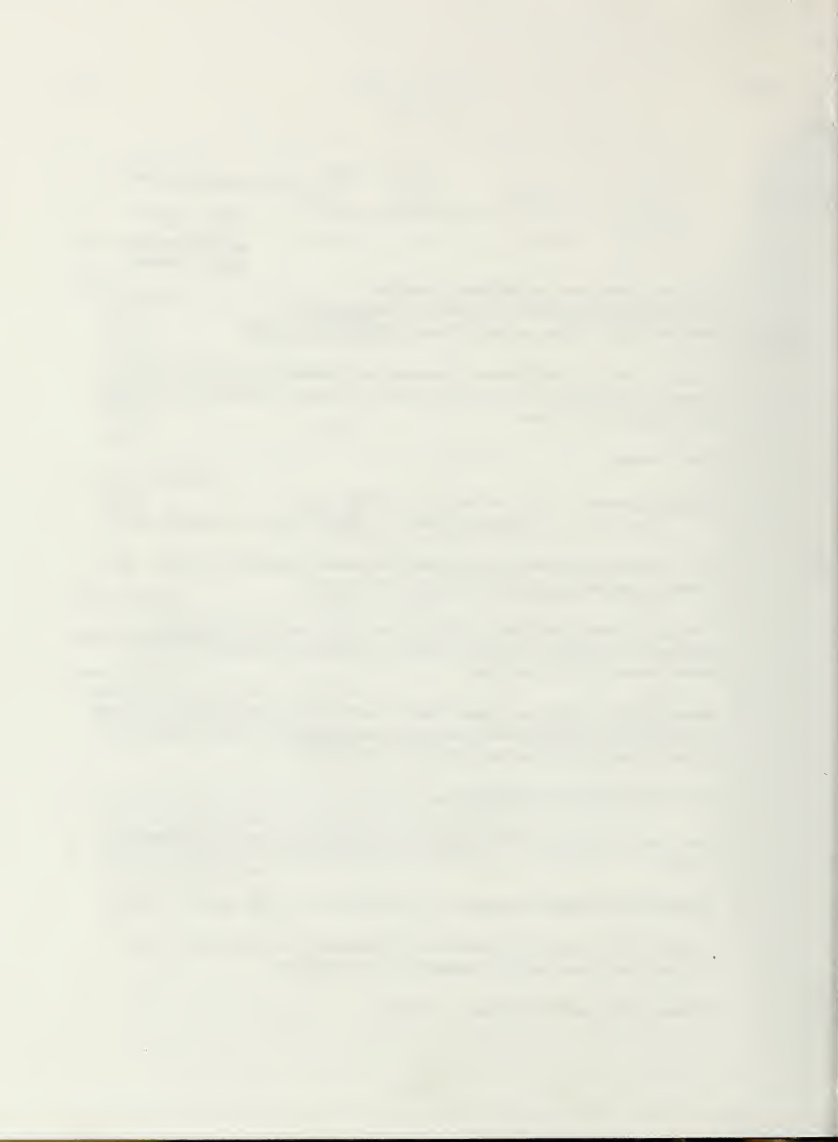
NEW MAIN LIBRARY REPORT:

Jim Cheng, Department of Public Works, reported on project closeout and remaining issues.

Members of the public who spoke: Mr. Gillespie, Mr. Chaffee and Mr. Warfield

Richard Walsh, Director of Operations and Maintenance, reported on Main Library obligations and issues relating to maintenance and operations.

Member of the public who spoke: Mr. Hale



BRANCH LIBRARY RENOVATION REPORT:

Jorge Alfaro, Department of Public Works, presented a review and status report on the 1988 General Obligation Bond Program.

Mr. Alfaro presented a review and status report on the 1990 Earthquake Safety Program.

Members of the public who spoke: Marti Kashuba, library patron, and Ed Regan, retired individual

LIBRARY FOUNDATION EVENTS MANAGEMENT REPORT:

Cindy Morton, Library Foundation Event Space Planner, presented a verbal quarterly report for the period ending December 31, 1996.

Members of the public who spoke: Mr. Chaffee, Mr. Hale, Ms. Boler, Jim Kirwan, library activist, Mr. Hale, Ms. Boler, and Mr. Gillespie

GRANT AWARD NOTIFICATIONS:

Kathryn Page, Acting City Librarian, reported on a grant to purchase books and materials from the Major Urban Resource Library (MURL) and a grant to purchase a Z39.50 server software package from the Bay Area Library & Information System (BALIS).

Members of the public who spoke: Mr. Warfield, Mr. Chaffee, Mr. Hale and Ms. Boler

NEW BUSINESS:

Ms. Page reported that the Controller had given the Library permission to spend \$500,000 on library materials.

ADJOURNMENT:

MOTION: Commissioner Higuera moved to adjourn.

ACTION: Unanimously approved

Vice President Streets adjourned the meeting at 6:50 p.m.

03/11/97 - M. Culver

1. The first part of the paper discusses the importance of the study.

2. The second part of the paper discusses the methodology used.

3. The third part of the paper discusses the results of the study.

4. The fourth part of the paper discusses the conclusions of the study.

5. The fifth part of the paper discusses the implications of the study.

6. The sixth part of the paper discusses the limitations of the study.

7. The seventh part of the paper discusses the future research.

8. The eighth part of the paper discusses the acknowledgments.

9. The ninth part of the paper discusses the references.

10. The tenth part of the paper discusses the appendices.

11. The eleventh part of the paper discusses the index.

12. The twelfth part of the paper discusses the glossary.

13. The thirteenth part of the paper discusses the bibliography.

14. The fourteenth part of the paper discusses the list of figures.

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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OCT 20 1997

SAN FRANCISCO
PUBLIC LIBRARY

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Union Secretary

Finance, Operations and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, February 18, 1997

A regular meeting of the **Finance, Operations and Building Committee** of the San Francisco Public Library Commission was held on Tuesday, February 18, 1997, at the Main Library, Civic Center.

Call to order: 4:09 p.m.

Members present: Vice President Fran A. Streets, chair
Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

Vice President Streets read into the record **Principles of Operation** with which the Finance, Operations and Building Committee will operate:

"We will not deceive ourselves or others and we will not tolerate inaccurate or indefensible information. Honesty, integrity and high ethical standards will be the foundation to guide this committee."

Members of the public who spoke: An anonymous citizen, Bill Hale, Timothy Gillespie, Deetje Boler, Jim Kirwan, and Peter Warfield

NEW MAIN LIBRARY REPORT:

Jim Cheng, Department of Public Works, gave a verbal report on New Main Library project closeout and remaining issues. The committee asked that he submit a written report at the March 18 meeting.

Members of the public who spoke: Mr. Gillespie, an anonymous citizen and Mr. Warfield

Richard Walsh, Director of Operations and Maintenance, reported on Main Library obligations and issues relating to maintenance and operations. The committee requested that a determination be made whether funds should be set aside for maintenance of the Main and branches.



CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415-557-4333

Member of the public who spoke: Mr. Hale

BRANCH LIBRARY RENOVATION REPORT:

Jorge Alfaro, Department of Public Works, presented a review and status report on the 1988 General Obligation Bond Program and the 1990 Earthquake Safety Program. (Written material available in Commission office)

Members of the public who spoke: Marti Kashuba and Ed Regan

LIBRARY FOUNDATION EVENTS MANAGEMENT REPORT:

Cindy Morton, Library Foundation Event Space Planner, presented a verbal quarterly report for the period ending December 31, 1996. The committee requested that a written quarterly report be given at the next committee meeting. Commissioner Agnos requested adoption of a code of ethics for the Foundation and Friends of the Library.

Members of the public who spoke: Mr. Chaffee, Mr. Hale, Ms. Boler, Jim Kirwan, Mr. Hale, Ms. Boler, and Mr. Gillespie

GRANT AWARD NOTIFICATIONS:

Kathryn Page, Acting City Librarian, reported on a grant to purchase books and materials from the Major Urban Resource Library (MURL) and a grant to purchase a Z39.50 server software package from the Bay Area Library & Information System (BALIS). Ms. Page stated she would prepare a grants cost benefits analysis for the committee.

Members of the public who spoke: Mr. Warfield, an anonymous citizen, Mr. Hale and Ms. Boler

NEW BUSINESS:

Ms. Page reported that the Controller had given the Library permission to spend \$500,000 on library materials.

ADJOURNMENT:

MOTION: Commissioner Higuera moved to adjourn.

ACTION: Unanimously approved

Vice President Streets adjourned the meeting at 6:50 p.m.

03/15/97 - M. Culver

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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MAR 14 1997

SAN FRANCISCO
PUBLIC LIBRARY

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

NOTICE OF MEETING*

A regular meeting of the Finance, Operations and Building Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, March 18, 1997

TIME: 4:00 PM

PLACE: Latino/Hispanic Community Meeting Room
Lower Level, Main Library, Civic Center

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

ACTION ITEM?

1. Call to order
2. Public comment
3. Acceptance of Gift of Art

Discussion and possible action to recommend to full Commission that the Library Commission grant permission to install the George Rickey sculpture entitled "Double L Excentric Gyrotory" in front of the Library on Larkin Street in the NW grassy raised planter: Stanlee Gatti and Debra Lehane, Art Commission

YES

4. Discussion and possible action to refer development of code of ethics for library-associated non-profit organizations to the Ethics Commission for further action:
Commissioner Sherry Agnos

YES



CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415-557-4733

ACTION ITEM?

5. New Main Library Project report
Jim Cheng, Department of Public Works
 - a. Project closeout issues, including contractor claims & change orders
6. Branch Library Projects report:
Marcia Schneider, Acting Chief of Branches
Roger Wong, Department of Public Works
 - a. Mission Branch Library renovation
 - b. Eureka Valley/Harvey Milk Branch Library improvements
7. City Librarian's response to question about books stamped "withdrawn":
Kathryn Page, Acting City Librarian
8. New business
9. Adjournment (motion required) **YES**

*NOTICE: Because it is possible that a fourth Library Commission member will attend this meeting and that attendance would result in a majority of the members of the Library Commission being present, this meeting is also being noticed as a meeting of the Library Commission.

03/14/97

M. Culver

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
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02/25/97

M. Culver





SAN FRANCISCO ART COMMISSION

March 13, 1997

PROGRAMS

CIVIC ART COLLECTION
CIVIC DESIGN REVIEW
COMMUNITY ARTS
& EDUCATION
CULTURAL EQUITY GRANTS
GALLERY
OPS SYMPHONY CONCERTS
PUBLIC ART

STREET ARTISTS LICENSES
SUITE 70
415.252.2581

TO: The Honorable Library Commissioners

FROM: Debra Lehane, Civic Art Collection Manager
San Francisco Art Commission

RE: Gift of George Rickey Sculpture to the City

In honor of the completion of the New Main Library, Dr. Carl Djerassi has offered from his sculpture collection at Woodside a sculpture by George Rickey titled "Double L Excentric Gytratory".

The Art Commission accepted the sculpture into the City's Art Collection on December 9, 1996 (Res. # 1209-96-578). This is a tremendously generous gift and a great addition to the public art installed in the New Main Library.

We are respectfully requesting permission from the Library Commission to install the sculpture in the Northwest West Planting bed on Larkin at Fulton in front of the building. (see attached diagram)

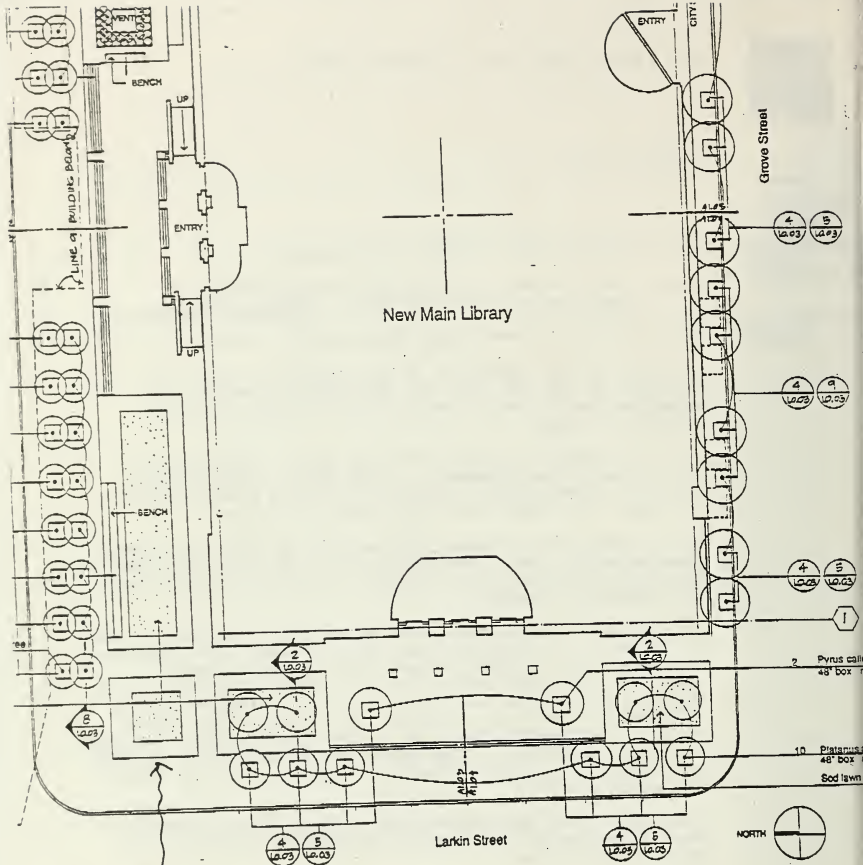
In response to both the public safety and the safety of the sculpture, it is proposed that the stainless steel sculpture be installed on a steel column, clad in sierra white granite. This puts the sculpture 10 feet above the average person. The square column will be 18" in diameter making climbing of the piece difficult. Mr. Rickey has a sister piece in Sacramento installed in the same way which has been extremely successful. The artist's engineer has calculated for wind and our local structural engineer will calculate for seismic safety.

Commission President Stanlee Gatti would like to see the work installed by June when San Francisco is hosting the Mayor's conference.

Thank you for considering this request. We look forward to discussing this at the March 18th Committee meeting. Please feel free to contact me if you have need of any additional information. My number is 252-2593.



CITY AND COUNTY OF
SAN FRANCISCO



Possible location.

SAN FRANCISCO
PUBLIC LIBRARY



Date Revision
2/5/13 CONFORMED

No. Date Revision

Date
8/11/92

Scale
1" = 20'-0"

Project No. 8908 / 8820
City of San Francisco Job # S128A

Drawn By
JH
Checked By
MT

Drawing Title

SITE PLANTING PLAN

Rickey, George

The American sculptor George Warren Rickey, b. South Bend, Ind., June 6, 1907, is a leading exponent of KINETIC ART. Rickey studied in Paris during the late 1920s. Returning to the United States in 1930, he supported himself chiefly a teacher. In the 1940s, he began to develop his mature style, a distinctive variation on constructivist precedents (see CONSTRUCTIVISM). Still active in the 1990s, Rickey combines severely geometrical metal elements in sculptures that change form in response to currents of air. He is the author of *Constructivism* (1967).

Carter Ratcliff

Bibliography: Rosenthal, Nan, *George Rickey* (1977); Selz, Peter, *George Rickey* (1966).



City and County of San Francisco



Department of Public Works
Project Management
Memorandum

March 13, 1997

To: Kathryn Page
Interim City Librarian

From: James Cheng
Project Manager

Subject: Project Status Report

New Main Library

- Continued working with the contractor and subcontractors to complete the outstanding punch list items.
- Continuing with building commissioning meetings to address various building management system issues.
- Continuing negotiations with the contractor to finalize the remaining change orders.
- Subcontractor is preparing replacement carpet samples for the Library and the architect's review and approval.
- Continuing negotiation with the granite subcontractor, Cold Springs, on replacement of the granite pavers damaged by skateboards.
- Working with the City Attorney to resolve outstanding contractor/subcontractor claims and also to finalize the City's claim against the architects. Certified claims submitted by the contractor/subcontractors to date:
 - a. Performance Contracting \$458,730
 - b. Alexander Manufacturing \$2,321,840
 - c. North Bay Drywall \$2,465,458
 - d. F.W. Spencer \$1,164,190
 - e. Superior Air Handling \$1,518,695
 - f. Roger's Insulation \$232,588

MISSION BRANCH LIBRARY RENOVATION
PROJECT SCHEDULE

| ID | Task Name | Duration | Start | Finish | 1997 | | | | | | | 1998 | | | | | | |
|----|---------------------------------------|----------|----------|----------|------|---|---|---|---|---|--|------|---|---|---|---|---|---|
| 1 | Start | 0w | 3/10/97 | 3/10/97 | J | M | M | J | S | N | | J | M | M | J | S | N | J |
| 2 | Prepare Alternates & Client Comments/ | 2w | 3/10/97 | 3/21/97 | | | | | | | | | | | | | | |
| 3 | Incorporate Alternates to Drawings | 2w | 3/24/97 | 4/4/97 | | | | | | | | | | | | | | |
| 4 | BCM Contract Prep Review of Alternate | 3w | 4/7/97 | 4/25/97 | | | | | | | | | | | | | | |
| 5 | Advertise | 6.4w | 4/29/97 | 6/11/97 | | | | | | | | | | | | | | |
| 6 | Award | 13.4w | 6/12/97 | 9/12/97 | | | | | | | | | | | | | | |
| 7 | Supplemental Appropriations | 11w | 4/15/97 | 6/30/97 | | | | | | | | | | | | | | |
| 8 | Release of Reserve | 5.4d | 7/1/97 | 9/12/97 | | | | | | | | | | | | | | |
| 9 | Start Lease on Temp. Branch | 0d | 5/15/97 | 5/15/97 | | | | | | | | | | | | | | |
| 10 | Prepare Temporary Branch | 4w | 5/15/97 | 6/11/97 | | | | | | | | | | | | | | |
| 11 | Close Mission Branch | 0d | 6/12/97 | 6/12/97 | | | | | | | | | | | | | | |
| 12 | Move to Temporary Branch | 13.6w | 6/12/97 | 9/15/97 | | | | | | | | | | | | | | |
| 13 | Boiler Removal | 13.6w | 6/12/97 | 9/15/97 | | | | | | | | | | | | | | |
| 14 | Open Temporary Branch | 0d | 9/15/97 | 9/15/97 | | | | | | | | | | | | | | |
| 15 | Construction | 61w | 9/15/97 | 11/13/98 | | | | | | | | | | | | | | |
| 16 | Punch List | 4w | 11/16/98 | 12/11/98 | | | | | | | | | | | | | | |
| 17 | Library Move-In | 8w | 12/14/98 | 2/5/99 | | | | | | | | | | | | | | |
| 18 | Branch Opening | 0d | 2/5/99 | 2/5/99 | | | | | | | | | | | | | | |

Project:
Date 3/13/97

Task

Progress
Milestone

Summary

Rolled Up Task
Rolled Up Milestone

Rolled Up Progress



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

ILLIE L. BROWN, JR.
Mayor

EVAN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
JENNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
JANET H. LLORENTE
AROL STEIMAN
Commissioners

HELEN E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

Finance, Operations and Building Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

DRAFT Minutes of the regular meeting of Tuesday, March 18, 1997

A regular monthly meeting of the Finance, Operations and Building Committee of the San Francisco Public Library Commission was held on Tuesday, March 18, 1997, in the Main Library, Civic Center.

CALL TO ORDER: 4:08 PM

MEMBERS ATTENDING THE MEETING: Vice President Fran A. Streets, chair, and Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

ACCEPTANCE OF GIFT OF ART

Stanlee Gatti, Art Commission president, and Debra Lehane, Art Commission Civic Art Collection Manager, made a presentation on the proposed gift of art, a sculpture by George Rickey.

Motion: Commissioner Higuera moved to recommend to the full Commission that the Library Commission accept and grant permission to install the George Rickey sculpture entitled "Double L Excentric Gyration" in front of the Library on Larkin Street in the NW grassy raised planter

Action: Unanimously recommended by a vote of 3 - 0. Voting in support of the motion were Vice President Streets and Commissioners Agnos and Higuera.

CODE OF ETHICS FOR LIBRARY-ASSOCIATED NON-PROFIT ORGANIZATIONS

Commissioner Agnos reported that she has been investigating the development of a code of ethics for Library-associated non-profit organizations. She has learned that the city's Ethics Commission is also interested in this issue. She believes that body would be willing to develop a basic code that could be used by any non-profit organization



CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415-557-4233

associated with a city agency. She recommended that the Commission ask the Ethics Commission to review this matter, determine the need for a code and, if the need is confirmed, created a code that could then be used by all non-profit organizations as a basis for their own code.

Action: Acting City Librarian Kathy Page and Deputy City Attorney Sandra Schaefer were directed to draft a letter on behalf of the full Commission to request that the Ethics Commission act on this matter.

NEW MAIN LIBRARY PROJECT REPORT

Jim Cheng, Department of Public Works, presented a written report on new Main Library project closeout issues, including contractor claims and change orders.

BRANCH LIBRARY PROJECTS REPORT

Marcia Schneider, Acting Chief of Branches, and Roger Wong, Department of Public Works, presented reports on the Mission Branch Library renovation.

Vice President Streets recommended that a public meeting be scheduled at the Mission Branch library to inform the public regarding the temporary relocation of the branch.

Ms. Schneider reported on improvements to the Eureka Valley/Harvey Milk Branch Library, including a new floor, new roof and improved lighting.

REPORT ON BOOKS STAMPED "WITHDRAWN"

In response to a question asked at the February 18, 1997, Finance, Operations and Building committee meeting, Ms. Page reported that she had instructed Branch Library staff, both verbally and in writing, to bundle books withdrawn from Branch collections and attach a label marked "withdrawn", rather than stamp the inside of each book.

NEW BUSINESS

Ms. Page reported that the new Main Library building has been selected by the American Library Association and the American Institute of Architects as a recipient of a 1997 Award of Excellence for Library Architecture.

Motion: Commissioner Agnos moved to adjourn the meeting.

Action: Approved by a vote of 3 - 0. Voting in support of the motion were Vice President Streets and Commissioners Agnos and Higuera. Vice President Streets adjourned the meeting at 5:36 p.m.
03/20/97 - M. Culver



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

JUN 16 1997

SAN FRANCISCO
PUBLIC LIBRARY

96.35
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8/93
DRAFT

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

**FINANCE, OPERATIONS, AND BUILDING COMMITTEE
of the SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, March 18, 1997**

The Finance, Operations, and Building Committee of the San Francisco Public Library Commission held a regular monthly meeting on Tuesday, March 18, 1997, in the Main Library, Civic Center.

Call to order: 4:08 PM

Members attending the meeting: Commissioners Sherry Agnos; Charles Higuera, A.I.A.; and Fran A. Streets, Chair and Commission Vice President

ACCEPTANCE OF GIFT OF ART

Motion: Commissioner Higuera moved to recommend that the Library Commission grant permission to install the George Rickey sculpture, *Double L Excentric Gyration*, at the northwest corner of the new Main Library.

Members of the public who spoke: Tillie Olsen spoke regarding the matter; Peter Warfield spoke regarding the motion.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

**DEVELOPMENT OF CODE OF ETHICS FOR NONPROFIT ORGANIZATIONS
AFFILIATED WITH CITY AGENCIES**

Motion: Vice President Streets moved to recommend that the Library Commission request the Ethics Commission to develop a code of ethics for use by all nonprofit organizations associated with city-government agencies.

Members of the public who spoke: Tillie Olsen spoke regarding the matter; Bill Hale spoke regarding the matter.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

ADJOURNMENT

Motion: Commissioner Higuera moved to adjourn.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

The regular meeting of Tuesday, March 18, 1997, of the Finance, Operations, and Building Committee of the San Francisco Public Library Commission adjourned at 5:36 PM.

Please note: These are draft minutes subject to the approval of the Finance, Operations, and Building Committee of the San Francisco Public Library Commission. Copies of committee handouts are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
June 12, 1997



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

JUN 18 1997

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PUBLIC LIBRARY

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Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

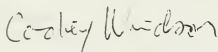
ADJOURNMENT

Motion: Commissioner Higuera moved to adjourn.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

The regular meeting of Tuesday, March 18, 1997, of the Finance, Operations, and Building Committee of the San Francisco Public Library Commission adjourned at 5:36 PM.

These minutes of the regular meeting of March 18, 1997, were approved by action of the Finance, Operations, and Building Committee of the San Francisco Public Library Commission at a special meeting of the committee held on Tuesday, June 17, 1997.



Cooley Windsor
Secretary II

JUN 18 1997

76.35
3
12/97



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

NOT APPROVED BY THE LIBRARY COMMISSION
NOT PART OF LIBRARY COMMISSION MINUTES

JUN 16 1997

SAN FRANCISCO
PUBLIC LIBRARY

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Vacant
Secretary

SECRETARY'S SUPPLEMENTARY REPORT
regarding the regular meeting of March 18, 1997,
of the Finance, Operations, and Building Committee
of the San Francisco Public Library Commission

1. **Call to order:** See minutes of the regular committee meeting of March 18, 1997.
2. **Public comment:** The committee heard testimony from an anonymous citizen and Bill Hale.
3. **Acceptance of gift of art:** Stanlee Gatti, president of the Arts Commission, and Debra Lehane, director of the Arts Commission, described the *Double L* sculpture which Carl Djerassi has donated to the city. The committee was shown a videotape of the work, and President Gatti emphasized that the Arts Commission will be fully responsible for the upkeep and maintenance of the sculpture.
4. **Discussion and possible action to refer development of code of ethics for library-associated nonprofit organizations to the Ethics Commission for further action:** Commissioner Agnos recalled discussion at the committee's previous meeting regarding the possibility of developing a code of ethics for nonprofit organizations affiliated with the library. She explained that a number of city departments are affiliated with nonprofit support groups, and that the Ethics Commission has expressed interest in developing a more comprehensive approach toward this issue.
5. **New Main Library project report:** Jim Cheng, Department of Public Works, reported on punchlist and building-commissioning activities, including negotiations for replacing carpet and broken granite pavers. Mr. Cheng indicated that DPW and the City Attorney's office are working to resolve claims issues, and he summarized the fiscal resources available in the event of judgments against the city due to contractor claims.

The committee heard testimony from Tillie Olsen.

- 6.A. **Mission Branch Library renovation:** Marcia Schneider, Chief of Branch Libraries, reported on progress with Mission Branch renovation and described planning issues regarding the collections and temporary site.

Roger Wong, DPW project manager, offered a summary of the scope of work for Mission Branch's renovation and responded to Commissioner Higuera's questions regarding the temporary site and the library's project team.

Vice President Streets suggested that the library schedule a meeting in the Mission for community outreach and to address neighborhood concerns.

- 6.B. **Eureka Valley/Harvey Milk Branch Library improvements:** The Chief of Branches reported that Eureka Valley Branch reopened after installation of new flooring and lighting fixtures.

The committee heard testimony from Peter Warfield; Deborah Doyle, board member of Friends of the Public Library; and Tillie Olsen.

7. **Acting City Librarian's response to question about books stamped "withdrawn":** Kathy Page, Acting City Librarian, reminded the committee that at its February 18 meeting a question was raised regarding books being stamped "withdrawn" at branch libraries. She announced that she and the Chief of Branch Libraries have instructed branches not to directly stamp items being withdrawn from the collections, but to batch the items into bundles and to identify the bundles as "withdrawn."
8. **New business:** Ms. Page announced that the Main Library will receive a library-building award in June provided jointly by the American Library Association and the American Institute of Architects.

The committee heard testimony from an anonymous citizen and Peter Warfield.

9. **Adjournment:** See minutes of the regular committee meeting of March 18, 1997.



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

APR 11 1997

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING*

A regular meeting of the Finance, Operations and Building Committee/Special Meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, April 15, 1997

TIME: 4:00 PM

PLACE: Latino/Hispanic Community Meeting Room,
Lower Level, Main Library, Civic Center

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

1. Call to order
2. Public comment

(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration.)

3. Capital Construction Projects Report

Branch Library Projects: Mission Branch Library
David Price, Library
Roger Wong, Department of Public Works

4. Events Management Report
Cindy Morton, Library Foundation



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TELEPHONE 415.557-4233

5. Presentation of, discussion of and possible action to approve minutes of committee meeting of March 18, 1997 **ACTION**

6. New business

(This item is to allow Commissioners to introduce new agenda items for consideration.)

7. Adjournment (requires motion and public comment) **ACTION**

***NOTICE:** Because it is possible that four or more Commissioners may attend this meeting of the Finance, Operations and Building Committee and four or more Commissioners would constitute a majority of the members of the San Francisco Library Commission, this meeting of the Finance, Operations and Building Committee is also being noticed as a Special Meeting of the San Francisco Library Commission.

04/11/97

M. Culver

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Accessible Meeting Policy

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03/27/97

M. Culver

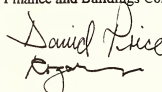


San Francisco Public Library

Memorandum

To: Kathy Page, Acting City Librarian

CC: Members of the Library Commission Finance and Buildings Committee

From: David Price, Assistant to the City Librarian 
Roger Wong, DPW, Project Manager

Date: April 10, 1997

Re: Mission Branch and Branch Library Capital Projects

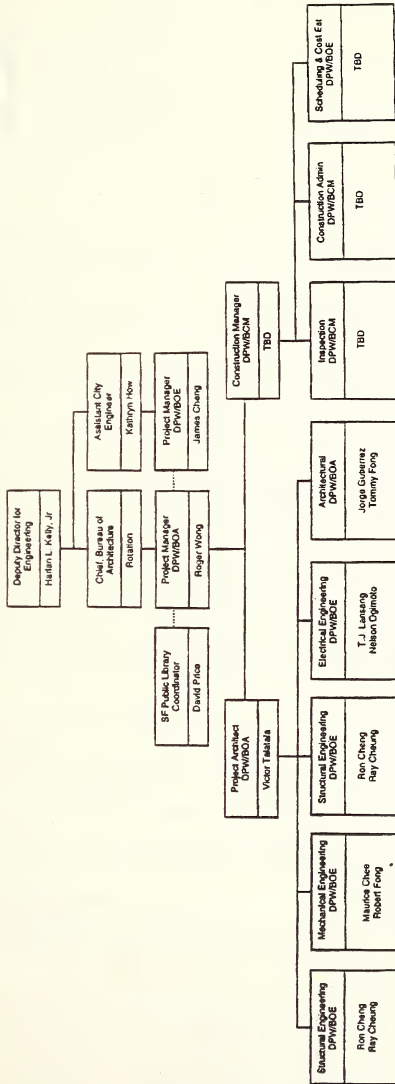
Mission Branch Library Capital Projects History. In 1988, the Library Department passed a major bond issue, including a New Main Library, renovations for six branch libraries, and 10 building evaluation studies. Of these projects the Mission Branch Library was initially budgeted for \$1,000,000. Additionally, a State Library grant of \$696,579 was added to the project in 1993. In 1994, a 50% design development estimate indicated that the project would require additional money, and a new budget was estimated at \$3,757,000. In April 1995, a value engineering recommendation was adopted to revise the budget to \$3,154,000. In September 1996, the project estimate from the DPW Project Manager was \$4,204,000. After concern expressed by the Library Department and a request to limit the Library's financial liability to \$3,600,000, a \$4,220,000 budget was agreed upon with the Library Department allocating \$3,600,000 and the Department of Public Works allocating \$620,000. In February 1997, regularly scheduled meetings began implementing the project designs and schedules, and the final preparation of a Memorandum of Understanding between the two city departments.

Mission Branch Project Status. The following points indicate the details of the status of the Mission Branch Library Project:

- **Financial Status.** The financial status of the Mission Branch Library was resolved through an agreement reached at a meeting with the Department of Public Works (DPW) on February 12, 1997. The project renovation budget is \$4,220,000 with the Library Department supplying \$3,600,00 and the Department of Public Works supplying \$620,000 from other city-wide capital funds. This agreement allows for the full renovation of the Mission Branch Library as designed and financially projected on December 13, 1996. Currently, the Department of Public Works and the Library Department are reviewing the cost allocations for the project to insure that all accounts are placed to the December 13, 1996 project projections.

- **Memorandum of Understanding.** The current status of the Memorandum of Understanding between the Department of Public Works and the Library Department is the creation of an outline of critical points to be covered. The two departments have concurrently reviewed MOU'S between the DPW and the Asian Art Museum, the DPW and the Sheriff's Department, and the *Standard Form of Agreement Between Owner and Architect for Designated Services*. These documents are serving as the source documents for the final preparation of the MOU. Also, in a meeting on April 3, 1997, we agreed to include *actual* accomplishments to date in the MOU.
- **Branch Rental Space.** In 1996, the Library Department began searching for rental space to replace the Mission Branch during its construction renovation period. Through the Department of Real Estate, the Library Department found suitable space at 2601 Mission Street, Fifth Floor, in an approximate 5,000 square feet area. The space will be the temporary home of the Mission Branch and will cost the Library Department \$1.25 per square foot, \$6,250 per month. The rental rate includes janitorial services, and utilities will be offset by property tax exemptions. The lessor will renovate the premises for handicap access including the restrooms and the west elevator. Lessor will paint, re-carpet premises, replace existing ceiling tiles as necessary, and remove the wall separating the larger office areas. The expected date of leasing the temporary branch rental space is approximately June 1, 1997.
- **Renovation Project Schedule.** The Project Schedule has been the most dynamic aspect of the Mission Branch Library project to this time. The Library Department and the Department of Public Works are in the process of updating the project schedule.
- **Project and Public Communications.** Commissioner Charles Higuera will represent the Library Commission; David Price, Richard Walsh, and Marcia Schnieder will represent the Library Administration; and Roger Wong and Jim Cheng will represent the Department of Public Works. These individuals plus selected staff from both Departments will comprise the Mission Branch Working Team. The attached project organization chart illustrates the primary lines of communication. Additionally, public communication will be handled by a designated representative(s) depending upon the specific situation. For example, Marcia Schnieder recently reported to a Mission neighborhood association on the progress of the project, as well as responded to the Mayor's Office on the projected closure period.

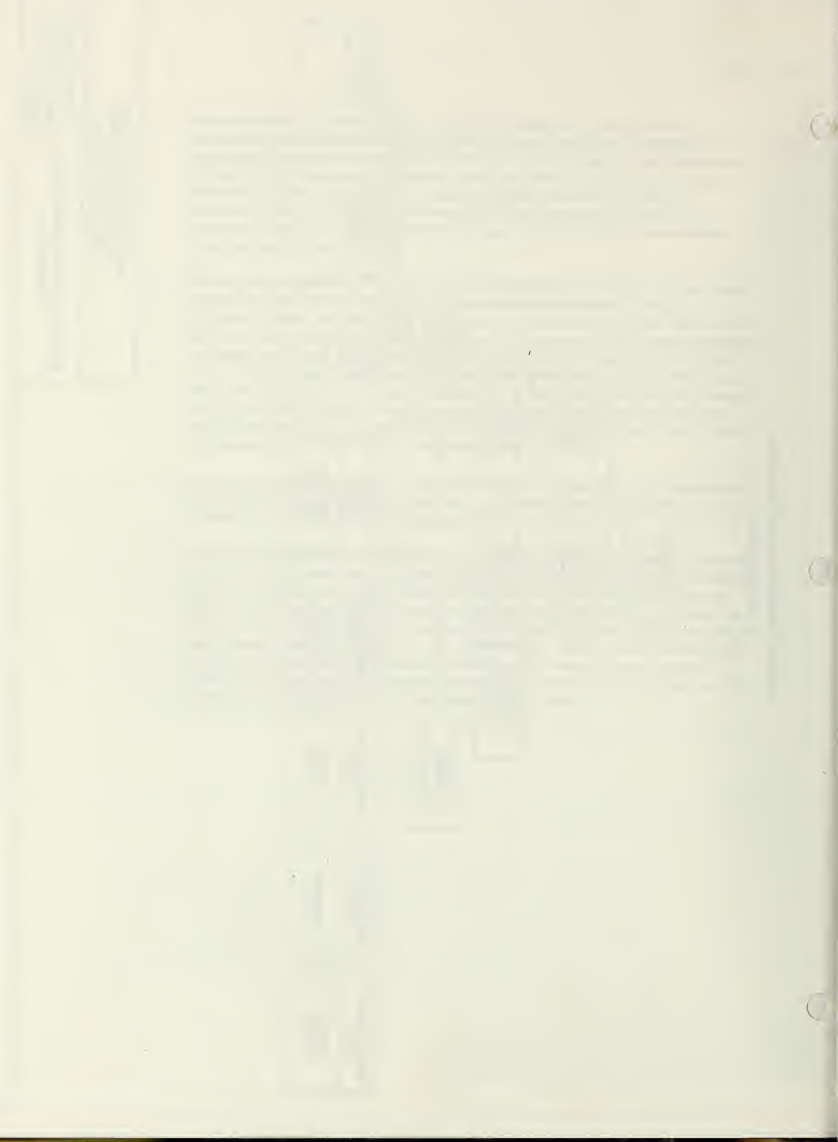
Mission Branch Library Renovation Project Team



City & County of San Francisco
Department of Public Works
Bureau of Architecture

Mission Branch Library Renovation
Project Team

Prepared by: Roger Wong
Date: March 28, 1997
Revised:





Library Foundation

*Community Support for the
San Francisco Public Library*

April 10, 1997

To: Fran Streets
Chair, Finance Committee, San Francisco Public Library Commission

Kathy Page
Acting City Librarian, San Francisco Public Library

From: Cindy Morton
Event Space Manager, Library Foundation of San Francisco

First and Second Quarter Report (September 1996 - March 1997)

Attached is the Events Management Report for the first and second quarters (September 1996 - March 1997) as required by the Memorandum of Understanding between the Library Foundation and the City and County of San Francisco acting by and through the San Francisco Public Library.

The Report includes:

- (i): A complete list of all potential event space users who have requested information (attached),
- (ii): Events that are actually Booked (as well as those that have already occurred),
- (iii): Gross and net revenues,
- (iv): Potential renters who could not hold events here because of scheduling conflicts,
- (v, vi) Instances of non-compliance with the Library's Building Care and Use Policy or unforeseen needs.

(ii) Events to date (through 3/31/97):

Opera Guild Reception
Mayor's Children and Youth Summit VIP Reception
Leadership San Francisco Reception
Margaret Cruz Latina Breast Cancer Foundation Program and Reception
United Way Reception
Emory University Alumni Association Reception and Program
Ortho Biotech Reception
USF Alumni Association Dinner
IMPAC International Literary Award Dinner
Harvard Graduate School of Design Alumni Association Reception

(ii) Booked Events (Reservations):

African-American Cultural and Historical Society
American Bar Association Litigation Division
"City of Angels" (film location)
The Indus Group
San Francisco Chronicle
Corporate party
National Foundation for Jewish Culture

(iii) Gross and Net Revenues 1st & 2nd Quarter

Gross Revenues (through 3/31/97): \$57,750
SFPL Operational Expenses: <\$10,812>
Net Revenues: \$46,938

Invoices (Booked Events): \$57,700
Gross Reservations (Bookings Pending): \$49,000
Total Gross Revenues (through 12/31/97): \$164,450

(iv) Conflicts:

13 potential events were not booked due to scheduling conflicts.

(v) Compliance with the Library's Building Care and Use Policy:

There were no instances of non-compliance with the Building's Care and Use Policy.

(vi) Unforeseen needs or requests presented by events space users:

There were no unforeseen needs or requests.

Inquiry Log September 1996 through March 1997

(i) All potential events space users who request information

| Date | Name/Organ. | Event (& #of people) |
|-------|-----------------------------|--------------------------------------|
| 9/10 | Andi Eric | bar mitzvah, 200 |
| 9/12 | N. Calif. Book Pub. | Reception, 40 |
| 9/16 | Jean Colin | bar mitzvah, 200 |
| | Anna Montano | Chicano Beat rec. |
| | Hastings Col. Of Law | Aud. Program |
| 9/17 | West. Pension & Benefits | presentation & reception, 250 |
| 9/23 | Sylvia Paul | Delta Point reception, 100 |
| | The Well | launch event |
| | Horizons Fdtn. | Program, 60 |
| | SBA, Gay/Lesbian Businesses | Workshop, 120 |
| | The Gap | Quarterly Business Mtg. |
| 9/24 | New Israel Fund | Sit-down dinner |
| | Any Event | Corp. Winter Party, 2500 |
| 9/25 | N. Cal. Grants Makers | Cocktail reception, 150 |
| 10/1 | Rick Hens Prod. | Large party, 950 |
| 10/4 | Reiser Almeida | Corp. Party |
| | Assoc. Bay Area Gov'ts. | Morning Mtg., 75 |
| 10/8 | SF Art Commission | River of Words Rec., 300 |
| 10/9 | Harcourt Brace | Reading Rec. |
| | SFSU | Rec. (in conj. W/SF History exhibit) |
| 10/9 | SFSU | Reception |
| 10/15 | Informix Software | Large party |
| | Cunningham Comm. | Press conf. (high tech co.) |
| | Podiatry College | Sit-down dinner, 150 |
| 10/17 | Leslie Katz campaign | cocktail rec., 200 |

Inquiry Log September 1996 through March 1997

| Date | Name/Organ. | Event (& #of people) |
|-------|--------------------------------|---------------------------------|
| | Travel & Women | Seminar & party |
| | Orrick, Herrington | Dinner, 100 |
| | Nat'l Aids Conf. | Rec., 1000 |
| 10/28 | Eventdesigns | Law firm's holiday party, 500 |
| | Red Herring | Company party, 500 |
| | The Indus Group | Holiday party |
| 11/1 | Brian Wilmoth | New Year's Eve party, 1500 |
| 11/5 | Emory Univ. | Alumni reception, 60 |
| 11/6 | Nat'l. Heritage Inst. | Small reception, 40 |
| | Int'l. Women's Forum | Large reception, 950 |
| 11/8 | SF AIDS Fdtn. | Reception |
| 11/12 | Pillsbury Madison Sutro | Business meeting |
| | Nat'l Council of Jewish Women | Luncheon, 40 |
| 11/14 | Univ. of Iowa | Alumni reception, 60 |
| | Golden Gate Business Assoc. | Not specific |
| 11/18 | OPTS Events | Corporate party |
| | LAVA | Non-profit event, 50 |
| 11/20 | Nat. Resources Defense Council | Buffet dinner, 700 |
| | Institute of the Future | Dinner |
| 11/22 | Feature Film | Location |
| 12/2 | SF Art Commission | Reception |
| 12/4 | Houghton Mifflin | Reception, 100 |
| | John Korty | Director's Seminar |
| | Film Arts Fdtn. | General |
| | SF Film Festival | General |
| 12/5 | SMWM | Harvard GSD program & reception |
| 12/9 | SF Film Society | "Britain by the Bay" program |

Inquiry Log September 1996 through March 1997

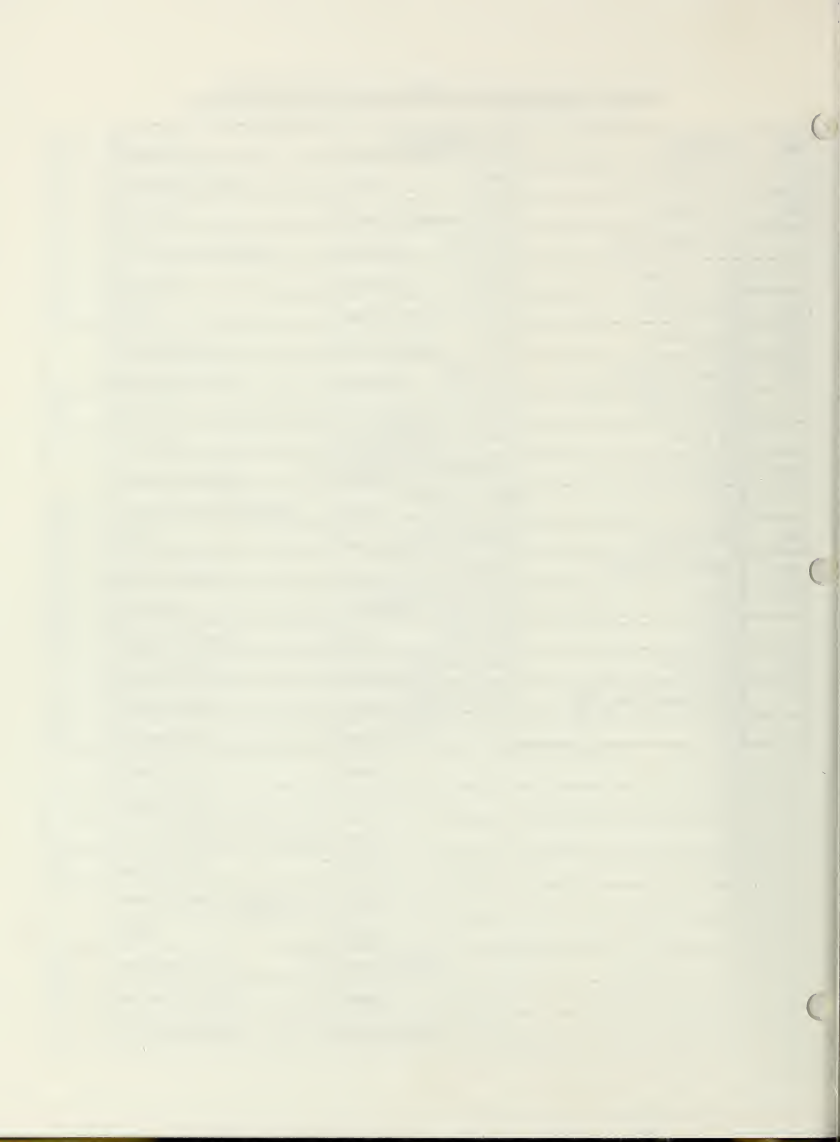
| Date | Name/Organ. | Event (& #of people) |
|-------|--|---|
| | Int'l Women's Forum | Annual meeting |
| 12/11 | Independent Film | Film location |
| | Yale Club | Alumni Assoc. Tour, 40 |
| 12/12 | Shanti Project | Volunteer reception, 500 |
| | Natural Resources Defense Council | Film screening |
| | Clorox | Corporate dinner, 150 |
| 12/12 | African American Historical & Cultural Society | Program & Reception, 200 |
| 12/13 | Mentor Corp. | Reception in conjunction with Plastic Surgeons' Conv., 1700 |
| 12/19 | Int'l Children's Art Museum | Dinner, 300 |
| 12/20 | Stereophile Conv. | Reception, 1000 |
| | Wells Fargo Bank | Business meeting, 60 |
| 12/28 | Univ. Of Minnesota | Alumni reception, 100 |
| 1/6 | Ortho Biotech | Reception, 400 |
| | SF Symphony | Gala opening |
| 1/8 | US Conf. of Mayors | Reception, 600 |
| | DesignTex | Dinner, 80 |
| | Book Tour | Reception for David Osborne, 100 |
| | Brian's Kids | Dinner, 50 |
| 1/13 | Mary Jung | Asian women's group, reception, 300 |
| | Sun Microsystems | Reception |
| 1/15 | Hospitality House | Dinner |
| 1/17 | The Indus Group | Holiday party |
| 1/24 | Hastings College of Law | Symposium |
| 1/28 | Warner Bros. | Feature film location |
| | Int'l. Women's Forum | Reception |
| | Rubicon | Dinner, 400 |

Inquiry Log September 1996 through March 1997

| Date | Name/Organ. | Event (& #of people) |
|------|------------------------------------|----------------------|
| 1/29 | SF Vegetarian's Society | Lecture |
| 1/31 | Joseph Lillis | Program & reception |
| 2/4 | IMPAC Integrated Systems | Dinner, 150 |
| 2/5 | Janet Cone | Meeting, 150 |
| 2/14 | PG&E | Reception, 250 |
| | Cappa & Graham | Reception, 100 |
| | Now We're Cooking | Dinner, 100 |
| 2/18 | Cornell Univ. | Reception, 150 |
| | Dept. of Educ. | Roundtable, 50 |
| | N. Cal. Grantmakers | Conference |
| 2/20 | Japanese Comm. Youth Council | Fundraiser |
| 2/21 | McCall's | Program & Dinner |
| 2/24 | Suchman & Assoc. | Reception, 200 |
| 2/26 | Susan Moses | General info. |
| 2/27 | Shulberg Media Works | Lecture |
| | Now We're Cooking | Holiday party, 500 |
| 3/3 | McDougall Creative | Corporate meeting |
| 3/6 | Random House | Reception, 150 |
| | Protocol Int'l. | General |
| | The Red Herring | |
| | American Academy of Otolaryngology | General |
| 3/9 | Healthcare Forum | General |
| | American Academy of Ophthalmology | General |
| | ASPRS | General |
| 3/10 | Ann Bennett & Assoc. | Holiday party, 175 |
| 3/11 | Bay Area Brazilian Club | Concert |
| | San Francisco Chronicle | Holiday party, 600 |

Inquiry Log September 1996 through March 1997

| Date | Name/Organ. | Event (& #of people) |
|------|-----------------------------|--------------------------------------|
| | Louise Brown | General |
| 3/13 | Ken Merchant | General |
| | Pro Ed Communications | Dinner, 150 |
| | Now We're Cooking | Reception |
| 3/14 | Cappa & Graham | Dinner, 80 |
| 3/18 | Hopscotch Press | General |
| 3/19 | Amnesty International | Lecture series |
| | Bryn Mawr College | Program, 35 |
| | R.R. Bowker | Reception, 750-1000 |
| 3/20 | BankAmerica Fdtn. | The Contributions Council dinner, 80 |
| | DRG | Holiday party, 200 |
| 3/25 | ABA, SF Division | Reception, 400 |
| 3/26 | Golden Gate Tennis Club | Reception, 50 |
| 3/27 | ACLU | Bill of Rights day reception |
| | Adecco | Holiday party |
| 3/28 | Project Inform | Annual dinner, 600 |
| | Asian Employee Assoc., PG&E | Program & reception |
| | | |



REVISED VERSION

April 2, 1997

Re: Z39.50 Software

As promised at the Library Commission's Finance Committee meeting on February 18, I have investigated the costs and benefits of the Z39.50 grant, with the following results. The term "Z39.50" refers to two complementary software programs, one called "the server software" and the other called "the client software". This software has been created to make computerized searching easier. It gives people using an online system the ability to do several things:

1. The software allows the design of an interface suited to our public's needs and preferences. The interface allows use of the same commands and search terms to search several different databases, rather than forcing users to alter their search each time they try a new database. The interface design work is a task that Library Automation staff can do in-house.
2. Searches can be run simultaneously in more than one database available on the online system.
3. The software allows non-Roman alphabets and words to be displayed. This means that information about books and other materials in Russian, Hebrew, Chinese, Japanese and Korean can be reviewed on the screen in its original non-Roman character format (Cyrillic and Hebraic text is available now; Chinese, Japanese and Korean will be available this summer). This enhancement is accessible only on PC-based terminals.
4. The software allows access to a "child-friendly" version of the DRA online catalog called Kid's Cat. This enhancement is accessible only on PC-based terminals.
5. The software allows a person to search other libraries' catalogs using the SFPL online catalogs search commands and menus. It also allows searchers at other libraries to use the search commands of their local online system to search the San Francisco Public Library catalog.
6. The software enables existing OPAC terminals to be used to support enhancements described in #1, #2 and #5 above. No new equipment, such as PCs, need to be purchased to make these features available, since the capabilities that Z39.50 offer are supported by the Library's current terminals. Features described in #3 and #4 are available only on PC-based terminals.

This software has been under development for some time as a tool that can be used by all libraries to simplify searching. The software does this by adding a graphical capability to the terminals connected to the online system it serves. This capability can be custom tailored by the Library to suit its public's needs. For some time, the Library's public service librarians have advocated that SFPL obtain this tool to improve our ability to make our online catalog more user-friendly. The costs, described below, are largely borne by outside funding. The costs to the Library, can be accommodated within our operating budget for automation. I support the acquisition of this software. This tool will significantly improve online system.

The Library has worked to acquire \$39,500 through two grants. One to obtain the server software and the other to obtain the client software. As reported at the Finance Committee meeting on 2/18/97, funds for the server software has been secured through a grant submitted to the California State Library by the Bay Area Library & Information System (BALIS), a regional cooperative of which SFPL is a member.

The Library has also submitted a Library Services, Technology Grant (LSTA) to acquire the client software, staff training support, documentation and the Kids' Cat DRA module. Initially, we will install the Kids' Cat at the Main Library's Children as well as at the six Resource Branches. Our expectation is that this grant will be awarded to the Library; we have been encouraged to submit a final round application in May, 1997. We expect to learn the results of our application by October, 1997.

The costs and the funding sources of the software are as follows:

| | | |
|-----------------------------|------------------|--|
| Server software | \$ 56,200 | BALIS Grant |
| Client Software (tax incl.) | \$ 40,715 | LSTA Grant |
| Training&Documentation | \$ 4,630 | LSTA Grant |
| Kid's Cat (DRA module) | \$ 3,789 | LSTA Grant |
| Server software sales tax | \$ 4,367 | SFPL One - Time Cost |
| Service Maintenance Cost, | \$ 9,119 | SFPL Annual Cost |
| Server Software | | |
| Service Maintenance Cost, | 8,456 | SFPL Annual Cost |
| Client Software | | (possibly covered by LSTA grant in 1997/98.) |
| TOTAL COST: | \$127,276 | |
| COST BORNE BY SFPL | \$ 21,942 | (possibly \$13,486 in 1997/98) |

2
The cost borne by SFPL is being included in the Library's proposed operating budget for 1997/98. SFPL will have completed payments on the telephone switch in August 1997, and these funds will be used to offset the service maintenance charges for Z239.50.

The software will be transparent once it is mounted on the online system. The Library's Automation Services staff will install and maintain the software as part of their ongoing tasks. I scheduled a live demonstration of this tool during March 1997 for staff. We are now organizing a demonstration opportunity for the public.

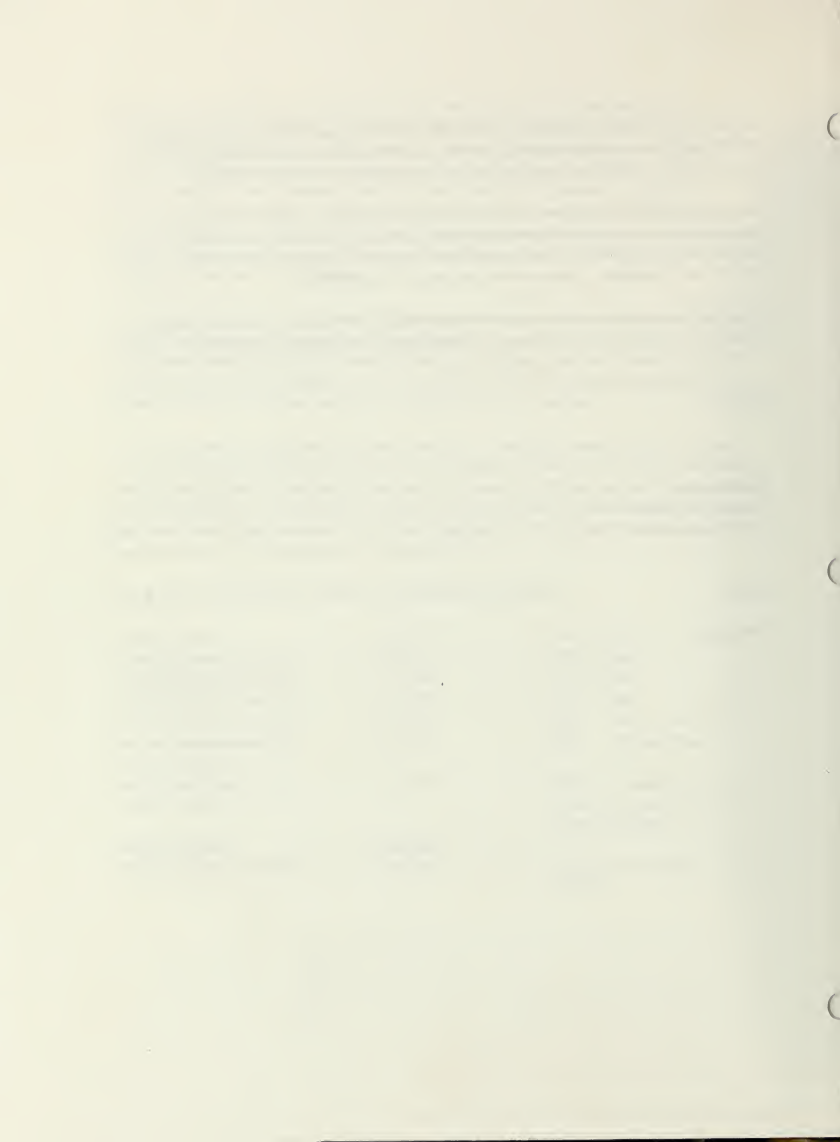
I hope this summary answers the questions you raised at the Finance Committee meeting. Please feel free to call me if you have any additional questions at (415) 557-4236.

Sincerely,

Kathryn Page
Acting City Librarian
San Francisco Public Library

ALL
KP:rls

Z39.50.soft



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4/15/97

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SAN FRANCISCO PUBLIC LIBRARY

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SAN FRANCISCO
PUBLIC LIBRARY

Finance, Operations and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT minutes of the regular meeting of Tuesday, April 15, 1997

WILLIE L. BROWN, JR.
Mayor

JOHN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
DANNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ARNEST H. LLORENTE
AROL STEIMAN
Commissioners

REGINA MINUDRI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

The Finance, Operations and Building Committee of the San Francisco Public Library Commission held a regular monthly meeting on Tuesday, April 15, 1997, in the Main Library, Civic Center.

CALL TO ORDER: 4:03 PM

MEMBERS ATTENDING THE MEETING: Vice President Fran A. Streets, chair, and Commissioner Charles A. Higuera, A.I.A. Commissioner Sherry Agnos was excused.

MINUTES

In response to Vice President Streets, Deputy City Attorney Sandra K. Schaefer advised that the minutes presented did not conform to the Commission bylaws.

Motion: Commissioner Higuera moved to table the minutes to the next meeting.

Members of the public who spoke: Mr. Warfield and an anonymous citizen

Action: Approved by a vote of 2 - 0

Voting in support of the motion: Commissioners Higuera and Streets

ADJOURNMENT

Motion: Commissioner Higuera moved to adjourn the meeting.

Members of the public who spoke: Mr. Warfield and Ms. Boler

Action: Approved by a vote of 2 - 0



CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

Voting in support of the motion: Commissioners Higuera and Streets

The regular meeting Tuesday, April 15, 1997, of the Finance, Operations and Building Committee meeting of the San Francisco Public Library Commission adjourned at 5:15 PM.

These are draft minutes subject to approval of the Finance, Operations and Building Committee of the San Francisco Public Library Commission. Copies of handouts are available in the office of the Commission Secretary, 100 Larkin Street, Sixth Floor, Civic Center, San Francisco, CA 94102-4705.

04/18/97

M. Culver



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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JUN 17 1997

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING*

A regular meeting of the **Finance, Operation and Building Committee/Special Meeting** of the San Francisco Public Library Commission will be held as follows:

DATE: TUESDAY, JUNE 17, 1997
TIME: 4:00 p.m.
PLACE: KORET Auditorium
100 Larkin Street, Lower Level
San Francisco
CHAIR: Vice President Fran A. Streets
MEMBERS: Commissioners Sherry Agnos and Charles Higuera, A.I.A.

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

A G E N D A

1. Call to Order
2. Public Comment

(This item is to allow members of the public to comment generally on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration).

3. Discussion and possible approval of Minutes:

ACTION

March 18, 1997

Regular Meeting

4. Discussion and possible action to recommend that the Library Commission approve and recommend that the Board of Supervisors also approve a supplemental appropriation request to fund the Mission Branch Renovation Project.

ACTION

Roger Wong, Department of Public Works

5. Discussion of the use of \$250,000 in the 1997/98 Budget to complete the Library's Online Catalog

Kathy Page, Acting City Librarian

6. New Business

(This item is to allow Commissioners to introduce new agenda items for consideration.)

7. Adjournment (Requires Motion and Public Comment)

ACTION

***NOTICE:** Because it is possible that four or more Commissioners may attend this meeting of the Finance, Operations and Building Committee, and four or more Commissioners would constitute a majority of the members of the San Francisco Public Library Commission, this meeting of the Finance, Operations and Building Committee is also being noticed as a Special Meeting of the San Francisco Public Library Commission.

Finance, Operation & Building

6/12/97

R. Scott

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).
4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site <http://www.ci.sf.ca.us/ethics/>.

03/27/97

M. Culver



DPW

Mission Branch Library
Financial Summary

6/13/97

| Funding Source | Amount Released | Amount on Reserve | Supplemental Appropriation | Total |
|-----------------------|-----------------|-------------------|----------------------------|-----------|
| Library Bond Funds | 355,750 | 0 | 0 | 355,750 |
| Library Bond Interest | 289,250 | 935,495 | 1,322,926 | 2,547,871 |
| ESP2 Bond Fund | 100,000 | 0 | 50,000 | 150,000 |
| ESP2 Bond Interest | 0 | 0 | 700,000 | 700,000 |
| State Grant | 239,829 | 456,750 | 0 | 696,579 |
| TOTAL | 984,829 | 1,392,245 | 2,072,926 | 4,450,000 |

| Budget/Appropriation Summary | Original Budget | Revised Budget 19-Jul-95 | Current Budget |
|------------------------------|-----------------|--------------------------|----------------|
| Budget | 2,360,880 | 3,304,536 | 4,450,000 |
| Amount Appropriated | 2,377,074 | 2,377,074 | 2,377,074 |
| Balance to be appropriated | 16,194 | (927,462) | (2,072,926) |

| Budget Detail | Original Budget (1) | Revised Budget 19-Jul-95 | Current Budget | Increase from Revised Budget |
|---------------|---------------------|--------------------------|----------------|------------------------------|
|---------------|---------------------|--------------------------|----------------|------------------------------|

Design & Misc. Costs

| | | | | |
|--------------------------------------|---|---------|---------|---------|
| A/E Design Services | | 548,165 | 621,165 | 73,000 |
| Survey, Field Invest./Contract Prep. | | 38,135 | 48,335 | 10,200 |
| Add. Peer Review/Cost Estimating | | 22,700 | 80,042 | 57,342 |
| Permit | | 36,000 | 36,000 | 0 |
| Subtotal | 0 | 645,000 | 785,542 | 140,542 |

Construction

| | | | | |
|--------------|---|-----------|-----------|---------|
| Construction | | 2,012,727 | 2,307,000 | 294,273 |
| Contingency | | 205,615 | 446,567 | 240,952 |
| Subtotal | 0 | 2,218,342 | 2,753,567 | 535,225 |

Construction Support Services

| | | | | |
|------------------------------------|---|---------|---------|---------|
| Construction Mgmt./Admin. Services | | 190,000 | 335,000 | 145,000 |
| Testing & Specialized Inspection | | 35,000 | 85,000 | 0 |
| Asbestos/Lead Monitoring | | 0 | 12,891 | 12,891 |
| Subtotal | 0 | 275,000 | 432,891 | 157,891 |

Other

| | | | | |
|------------------------|---|---------|---------|---------|
| DET/Paging/PA/Security | | 0 | 48,000 | 48,000 |
| Relocation | | 166,194 | 250,000 | 83,806 |
| Project Contingency | | | 180,000 | 180,000 |
| Subtotal | 0 | 166,194 | 478,000 | 311,806 |

| | | | | |
|-------|-----------|-----------|-----------|-----------|
| Total | 2,360,880 | 3,304,536 | 4,450,000 | 1,145,464 |
|-------|-----------|-----------|-----------|-----------|

(1) Detail of Original Budget not available.



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JUN 24 1997

SAN FRANCISCO PUBLIC LIBRARY
Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

DRAFT

FINANCE, OPERATIONS, AND BUILDING COMMITTEE
of the SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Tuesday June 17, 1997

The Finance, Operations, and Building Committee of the San Francisco Public Library Commission held a special meeting on Tuesday, June 17, 1997, in the Koret Auditorium, Main Library.

Call to order: 4:08 PM

Members attending the meeting: Commissioners Sherry Agnos; Charles Higuera, A.I.A.; and Fran A. Streets, Chair and Commission Vice President

APPROVAL OF MINUTES

Motion: Commissioner Higuera moved to approve the minutes of the regular committee meeting of March 18, 1997.

Member of the public who spoke: Peter Warfield spoke regarding the matter.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

SUPPLEMENTAL APPROPRIATION REQUEST TO FUND MISSION BRANCH RENOVATION

Motion: Vice President Streets moved to recommend that the Library Commission approve, and recommend the Board of Supervisors to approve, a supplemental appropriation request to fund the Mission Branch renovation project.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

ADJOURNMENT

Motion: Commissioner Higuera moved to adjourn.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

The special meeting of Tuesday, June 17, 1997, of the Finance, Operations, and Building Committee of the San Francisco Public Library Commission adjourned at 5:08 PM.

Please note: These are draft minutes subject to approval by the Finance, Operations, and Building Committee of the San Francisco Public Library Commission. Copies of handouts and supporting documents are available in the office of the secretary, Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
June 23, 1997



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

JUL 16 1997

SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

FINANCE, OPERATIONS, AND BUILDING COMMITTEE
of the SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the regular meeting of Tuesday, June 17, 1997

The Finance, Operations, and Building Committee of the San Francisco Public Library Commission held a regular meeting on Tuesday, June 17, 1997, in the Koret Auditorium, Main Library.

Call to order: 4:08 PM

Members attending the meeting: Commissioners Sherry Agnos; Charles Higuera, A.I.A.; and Fran A. Streets, Chair and Commission Vice President

APPROVAL OF MINUTES [agenda item #3]

Motion: Commissioner Higuera moved to approve the minutes of the regular committee meeting of March 18, 1997.

Member of the public who spoke: Peter Warfield spoke regarding the matter.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

SUPPLEMENTAL APPROPRIATION REQUEST TO FUND MISSION BRANCH RENOVATION [agenda item #4]

Motion: Vice President Streets moved to recommend that the Library Commission approve, and recommend the Board of Supervisors to approve, a supplemental appropriation request to fund the Mission Branch renovation project.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

ADJOURNMENT [agenda item #7]

Motion: Commissioner Higuera moved to adjourn.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

The regular meeting of Tuesday, June 17, 1997, of the Finance, Operations, and Building Committee of the San Francisco Public Library Commission adjourned at 5:08 PM.

These minutes of the regular meeting of June 17, 1997, were approved by the Finance, Operations, and Building Committee of the San Francisco Public Library Commission at its regular meeting of July 15, 1997.

Cooley Windsor,

Cooley Windsor
Secretary II

July 16, 1997



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

JUL 10 1997

SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

76.35
/97
NOTICE OF MEETING*

A regular meeting of the Finance, Operations, and Building Committee/
special meeting of the San Francisco Public Library Commission
will be held as follows:

DATE: Tuesday, July 15, 1997

TIME: 4:00 PM

PLACE: Koret Auditorium, Main Library
100 Larkin Street, San Francisco

CHAIR: Commission Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles Higuera, A.I.A.

A G E N D A

1. Call to Order
2. Public Comment

(This item is to allow members of the public to comment on matters within the committee's purview as well as to introduce new agenda items for the committee's consideration.)

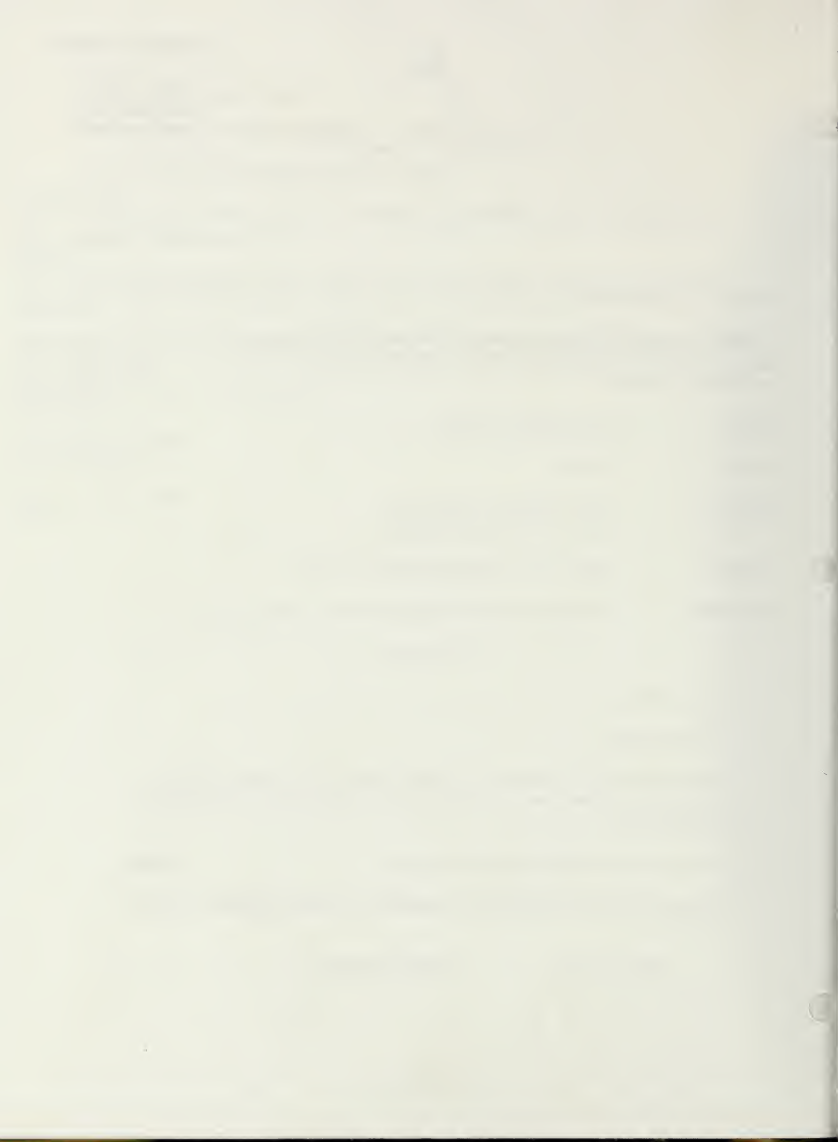
3. Discussion and Possible Approval of Minutes

ACTION

Approval of the following Finance, Operations, and Building Committee meeting minutes:

June 17, 1997

Regular meeting



4. City Librarian's Update
Kathy Page, Acting City Librarian

- A. Post-occupancy evaluation of new Main Library Project
 - B. Online catalog improvement options

5. Events Management Program Quarterly Report
Cindy Morton, Library Foundation of San Francisco
6. New Business

(This item is to allow commissioners to introduce new agenda items for consideration.)

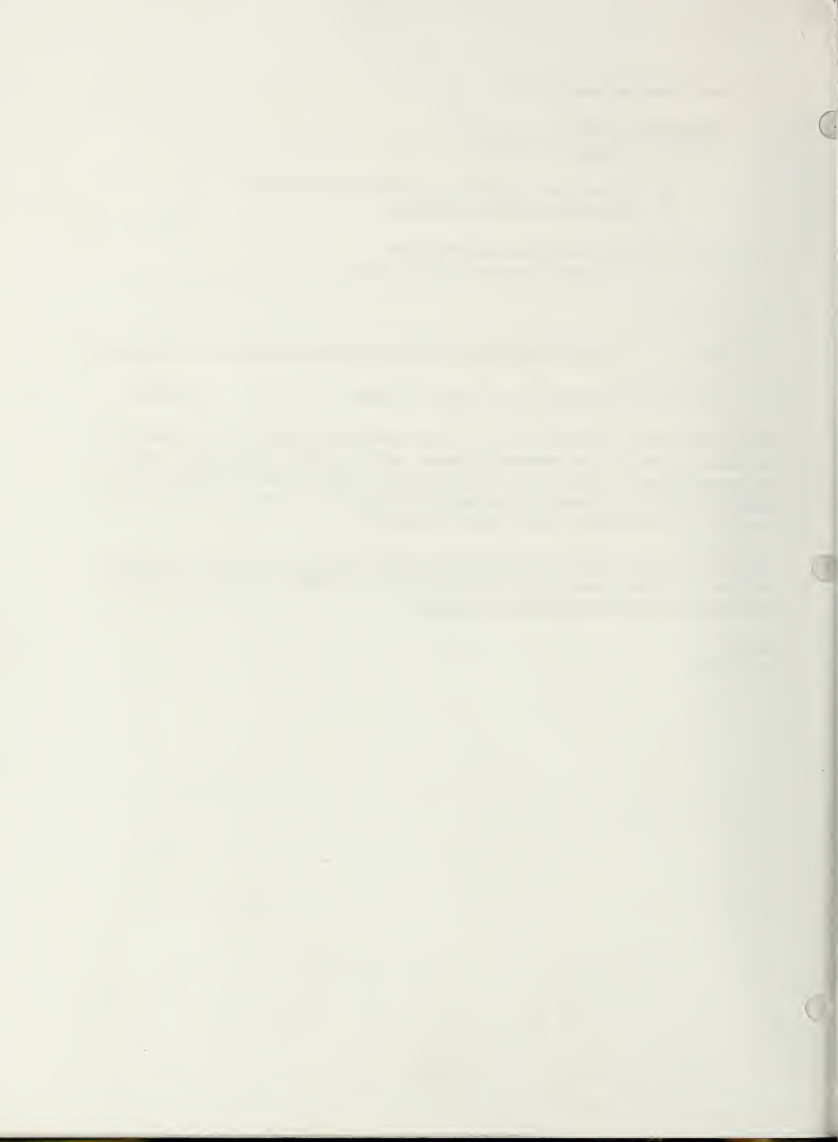
7. Adjournment (Requires motion and public comment)

ACTION

*NOTICE: Because it is possible that four or more commissioners may attend this meeting of the Finance, Operations, and Building Committee, and four or more commissioners would constitute a majority of the members of the San Francisco Public Library Commission, this meeting of the Finance, Operations, and Building Committee is also being noticed as a special meeting of the San Francisco Public Library Commission.

*NOTICE: A special meeting of the San Francisco Public Library Commission is scheduled to begin at 5:30 PM on Tuesday, July 15, 1997, immediately following this regular meeting of the Finance, Operations, and Building Committee.

KP:cw
July 10, 1997



Presented by Library Foundation to
Finance, operations, & Building Committee
on Tuesday, July 15, 1997.



Library Foundation

*Community Support for the
San Francisco Public Library*

July 9, 1997

To: Fran Streets
Chair, Finance Committee, San Francisco Public Library Commission

Kathy Page
Acting City Librarian, San Francisco Public Library

From: Cindy Morton
Event Space Manager, Library Foundation of San Francisco

Third Quarter Report (April - June 1997)

Attached is the Events Management Report for the third quarter (April - June 1997) as required by the Memorandum of Understanding between the Library Foundation and the City and County of San Francisco acting by and through the San Francisco Public Library.

The Report includes:

- (i): A complete list of all potential event space users who have requested information (attached),
- (ii): Events that are actually Booked (as well as those that have already occurred),
- (iii): Gross and net revenues,
- (iv): Potential renters who could not hold events here because of scheduling conflicts,
- (v, vi): Instances of non-compliance with the Library's Building Care and Use Policy or unforeseen needs.

(ii) Events to date (4/1/97- 6/30/97):

African-American Cultural and Historical Society Program & Reception
"City of Angels" (film location)

(ii) Booked Events (Reservations):

American Bar Association, Litigation Division
The Contributions Council
Charles & Helen Schwab Foundation, Bay Area Teachers' Award Program
The Indus Group
San Francisco Chronicle
National Foundation for Jewish Culture

LIBRARY FOUNDATION OF SAN FRANCISCO
San Francisco Public Library
100 Larkin Street
San Francisco, California 94102
Tel 415.437.4853 • Fax +15.437.4855

(iii) Gross and Net Revenues 3rd Quarter

Gross Revenues (4/1/97- 6/30/97): \$49,600

SFPL Operational Expenses: \$21,689

Net Revenues: \$27,911

Summary of Rental Revenues:

*Gross Rentals to date: \$107,750

*Current reservations (deposits received or in process): \$47,300

*Current inquiries (and pending events): \$36,000

Total Projected Gross Revenues (through 12/97): \$191,050

(iv) Conflicts:

14 potential events were not booked due to scheduling conflicts.

(v) Compliance with the Library's Building Care and Use Policy:

There were no instances of non-compliance with the Building's Care and Use Policy.

(vi) Unforeseen needs or requests presented by events space users:

There were no unforeseen needs or requests.

Inquiry Log April 1997- June 1997

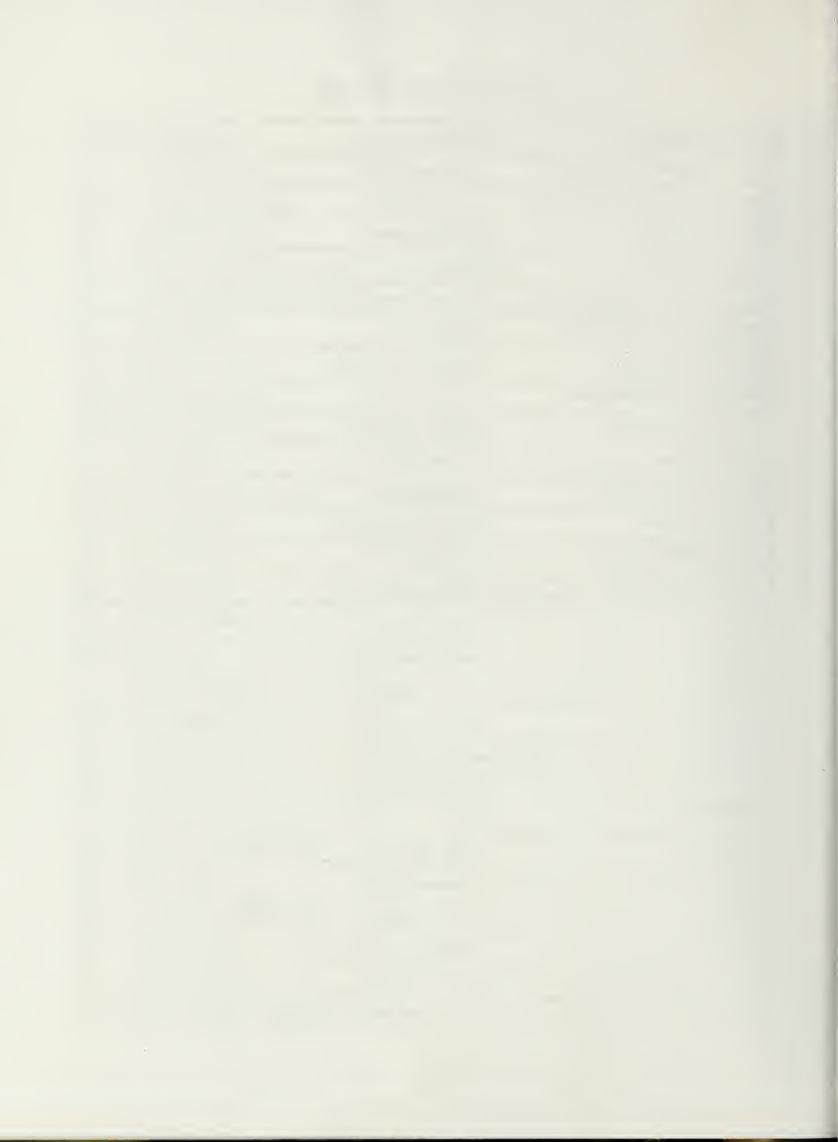
| Date | Name/Organ. | Event (& #of people) |
|-------------|---------------------------------|------------------------------------|
| 4/1 | Time Magazine | 75th Anniversary Exhibit/Reception |
| | Mobile Computing | Daytime Seminar, 100 |
| 4/2 | Boston University Alumni Assoc. | Annual Meeting, 50 |
| | Ann Bennett & Assoc. | Holiday Party |
| 4/7 | SF Executives Assoc. | Mid-day Lunch |
| | Judah Magnes Museum | Film Screening |
| 4/14 | Pacific Dance Theater | Dance Festival |
| | KGO Radio | All-Star Live Broadcast |
| | Williams Sonoma | Daytime Meeting |
| | American Bar Foundation | Friday Breakfast, 25 |
| 4/16 | Modern Catering | Reception, 500 |
| 4/18 | AT&T | General Information |
| | Union Bank | Reception, 350 |
| | Stop AIDS Project | Benefit Performance |
| 4/21 | Pfizer Pharmaceuticals | Meeting & Reception, 150 |
| | Innovative Interfaces | Reception, 500 |
| | Assoc. of Governing Boards | Daytime Meeting |
| | Cowan & Co. | Reception, 200 |
| 4/23 | New Israel Fund | Dinner, 300 |
| 4/24 | PeopleSoft | Dinner & Program, 100 |
| 4/25 | Galavents | Holiday Party, 700 |
| | GSA | Federal Design Program Seminar |
| 4/28 | Gale Research | Reception, 75 |
| 5/1 | | Commercial Photo Shoot |
| 5/2 | Women in Law Conference | 10,000 people |
| | The Names Project | Reception |
| | | Commercial Film Location |

Inquiry Log April 1997- June 1997

| Date | Name/Organ. | Event (& #of people) |
|------|-----------------------------------|--|
| | Sun Microsystems | Product Launch |
| 5/6 | League of Women Voters | Reception |
| | Urban Service Project | Graduation Program, 150 |
| | SF Hispanic Chamber of Commerce | Fund-Raiser Reception, 50 |
| | Charles & Helen Schwab Foundation | Bay Area Teacher's Award Program/Reception |
| | Catered Taste | General Information |
| | Savoy | General Information |
| 5/7 | Ann Bennett & Assoc. | Reception, 300 |
| 5/12 | Mid-East Librarians' Assoc. | Daytime Meeting, 30 |
| | SF Weekly | Meeting |
| 5/14 | Jewish Community Federation | General Information |
| 5/15 | Urban Habitat | Speaker Series |
| | Silk Adler Colvin | Reception, 50 |
| 5/19 | Avianca Airlines | Columbian Independence Film Program |
| | Premier Catering | General Information |
| 5/21 | GT Global | Mid-Week Program |
| | Incentives to Intrigue | Dinner |
| 5/27 | Technology Solutions | Program |
| | Harper Collins | 20th Anniversary Reception, 300 |
| 5/29 | Consulate of Venezuela | Exhibition & Reception |
| | Young President's Organization | Tour |
| 5/30 | Asian Community Mental Health | Fund-Raiser, 300 |
| 6/2 | Les Concierges | General Information |
| 6/3 | American Board of Trial Advocates | Reception, 300 |
| 6/5 | Primary Assets | Meeting & Seminar |
| 6/9 | Earth Island Institute | Program |
| | SF/Manila Sister City Committee | Ceremony |

Inquiry Log April 1997- June 1997

| Date | Name/Organ. | Event (& #of people) |
|------|---------------------------------|--------------------------|
| 6/10 | Women Facing Breast Cancer | Reception (with exhibit) |
| 6/16 | SF Convention & Visitors Bureau | General Information |
| 6/17 | Jan Larkey | Wedding Reception |
| | Fraud Squad | Program |
| | Lawrence Berkeley Lab | Mid-week Reception, 600 |
| 6/19 | SF Unified School District | Program, 500 |
| 6/23 | Kusher & Assoc. | Breakfast & Seminar, 200 |
| 6/24 | The Management Center | SF Board Fair, 200 |
| | Francine Chow | Wedding Reception, 150 |
| | Allergan | Reception, 1000 |
| 6/30 | The Garden Project | Poetry Reading |
| | Pro Health | Medical Symposium, 200 |
| | O'Melveny & Myers | Reception, 50 |
| | SF Performances | Program & Reception, 250 |





SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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JUL 23 1997
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Charles Higuera, A.I.A.
Ernest H. Llorente
Carol Steiman
Commissioners

Kathryn Page
Acting City Librarian

Vacant
Secretary

FINANCE, OPERATIONS, AND BUILDING COMMITTEE
of the SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Tuesday, July 15, 1997

The Finance, Operations, and Building Committee of the San Francisco Public Library Commission held a regular meeting on Tuesday, July 15, 1997, in the Koret Auditorium, Main Library.

Call to order: 4:07 PM

Members attending the meeting: Commissioners Sherry Agnos; Charles Higuera, A.I.A.; and Fran A. Streets, Chair and Commission Vice President

APPROVAL OF MINUTES [agenda item #3]

Motion: Commissioner Agnos moved to approve the minutes of the regular committee meeting of June 17, 1997.

Members of the public who spoke: An anonymous citizen opposed approval of the minutes; a second anonymous citizen opposed approval of the minutes; Timothy Gillespie opposed approval of the minutes.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

ONLINE CATALOG IMPROVEMENT OPTIONS [agenda item #4.B]

Motion: Commissioner Agnos moved that a full discussion of the online catalog be placed on the agenda of the August meeting of the Library Commission.

Members of the public who spoke: Jim Kirwan spoke in support of the motion; an anonymous citizen spoke in support of the motion; Peter Byrne spoke in support of the motion; a second anonymous citizen spoke in support of the motion.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

ADJOURNMENT [agenda item #7]

Motion: Commissioner Higuera moved to adjourn.

Member of the public who spoke: Timothy Gillespie questioned the motion.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

The regular meeting of July 15, 1997, of the Finance, Operations, and Building Committee of the San Francisco Public Library Commission adjourned at 5:47 PM.

Please note: These are draft minutes subject to approval by the Finance, Operations, and Building Committee of the San Francisco Public Library Commission. Copies of handouts and documents are available in the office of the secretary, Public Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
July 23, 1997



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

**FINANCE, OPERATIONS, AND BUILDING COMMITTEE
of the SAN FRANCISCO PUBLIC LIBRARY COMMISSION**
Minutes of the regular meeting of Tuesday, July 15, 1997
(As approved Sept. 16, 1997)

ILLIE L. BROWN, JR.
Mayor

EVAN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
DONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
JAMES H. LLORENTE
AROL STEINMAN
Commissioners

REGINA MINUDRI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

The Finance, Operations, and Building Committee of the San Francisco Public Library Commission held a regular meeting on Tuesday, July 15, 1997, in the Koret Auditorium, Main Library.

Call to order: 4:07 PM

Members attending the meeting: Commissioners Sherry Agnos; Charles Higuera, A.I.A.; and Fran A. Streets, Chair and Commission Vice President

APPROVAL OF MINUTES [agenda item #3]

Motion: Commissioner Agnos moved to approve the minutes of the regular committee meeting of June 17, 1997.

Members of the public who spoke: An anonymous citizen opposed approval of the minutes; a Peter Warfield opposed approval of the minutes; Timothy Gillespie opposed approval of the minutes.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

ONLINE CATALOG IMPROVEMENT OPTIONS [agenda item #4.B]

Motion: Commissioner Agnos moved that a full discussion of the online catalog be placed on the agenda of the August meeting of the Library Commission.

Members of the public who spoke: Jim Kirwan spoke in support of the motion; an anonymous citizen spoke in support of the motion; Peter Byrne spoke in support of the motion; a second anonymous citizen spoke in support of the motion.



Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

ADJOURNMENT [agenda item #7]

Motion: Commissioner Higuera moved to adjourn.

Member of the public who spoke: Timothy Gillespie questioned the motion.

Action: Approved by a vote of 3 - 0. Voting in support of the motion: Commissioners Agnos, Higuera, and Streets.

The regular meeting of July 15, 1997, of the Finance, Operations, and Building Committee of the San Francisco Public Library Commission adjourned at 5:47 PM.

Copies of handouts and documents are available in the office of the secretary, Public Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

C. Windsor
July 23, 1997



SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

AUG 18 1997

SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Steven A. Coulter
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin

Charles Higuera, A.I.A.
Ernest H. Llorente

Carol Steiman
Commissioners

Kathryn Page
acting City Librarian

Vacant
Secretary

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the **Finance, Operations and Building**
Committee meeting of the San Francisco Public Library Commission scheduled
for Tuesday, August 19, 1997 at 4:00 p.m. at the Main Library, Civic Center has
been canceled.

POSTED: August 15, 1997
R. Scott



976.35
9/16/97



SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.

SEP 13 1997

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING*

A regular meeting of the **Finance, Operations, and Building Committee/special meeting** of the San Francisco Public Library Commission will be held as follows:

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LUNNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

REGINA MINUORI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

DATE: Tuesday, September 16, 1997

TIME: 4:00 PM

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

ACTION ITEM?

1. Call to order
2. Public Comment
(This item to allow members of the public to comment on matters within the committee's purview as well as introduce new agenda items for the committee's consideration.)
3. Discussion and possible approval of minutes. **YES**
Approval of the minutes of the last regular meeting of the Finance, Operations, and Building Committee meeting.
4. Discussion and possible action to recommend for full Commission approval matters concerning the Earthquake Safety Bond Program (ESP III) at four branch libraries Richmond, Marina, Noe Valley, & Golden Gate Valley. **YES**
5. Discussion and possible action to recommend for full Commission approval of matters regarding the Post Occupancy Evaluation. **YES**



6. New business
(This item to allow Commissioners to introduce new agenda items.)
7. Adjournment (motion and public comment required) YES

***NOTICE:** Because it is possible that a fourth Library Commission member will attend this meeting and that attendance would result in a majority of the members of the Library Commission being present, this meeting is also being noticed as a special meeting of the Library Commission.

09/12/97 - M.Housh

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).
4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Poik. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 57 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Admin Code secs. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site <http://www.ci.sf.ca.us/ethics/>.





SAN FRANCISCO PUBLIC LIBRARY
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NOV 03 1997

SAN FRANCISCO
PUBLIC LIBRARY

DRAFT

Finance, Operations, and Building Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

DRAFT minutes of the regular meeting of Tuesday, September 16, 1997

ELLIE L. BROWN, JR.
Vice President

VEN A. COULTER
President

AN A. STREETS
Vice President

SHERRY AGNOS
SHERRY K. CHIN
CHARLES A. HIGUERAS, AIA
NORMAN H. LLORENTE
ROLAND STELMAN
Commissioners

GINA MINUDRI
Acting City Librarian

CHAELE HOUSH
Commission Secretary

The Finance, Operations, and Buildings Committee of the San Francisco Public Library Commission held a regular monthly meeting on Tuesday, September 16, 1997, in the Koret Auditorium of the Main Library, Civic Center.

1. CALL TO ORDER: 4:14 PM

MEMBERS ATTENDING THE MEETING: Commission Vice President Fran Streets, Chair, and Commissioners Sherry Agnos and Charles Higuera, AIA

2. PUBLIC COMMENT

Members of the public who spoke: Peter Warfield raised issues regarding use of Robert's Rules of Order, the placement of public comment on the meeting agenda, the policy on retention of audio tapes, and naming members of the public making comments. Mr. Warfield also asked about the availability of budget reports and documents for this year. James Chaffee commented on the placement of the public comment item on Library meeting agendas and his past relations with Library Commissioners and staff. Detje Boler stated she preferred holding commission committee meetings in the Latino Hispanic Meeting Room and requested standards be set for any film making on Library property.

3. APPROVAL OF MINUTES

Commissioner Streets mentioned that James Chaffee had called her attention to the committee's failure to formally approve the minutes of its February and April 1997 meetings. Vice President Streets directed approval of these minutes be placed on the October meeting agenda.

Commissioner Agnos moved approval of the minutes of the July 15, 1997 meeting of the Finance, Operations, and Buildings Committee, seconded by Commissioner Higuera.



Public Comment: Peter Warfield discussed public comment issues, asked that his name be always included when he made comments. he also asked about the scope of the Post Occupancy Evaluation and online catalogue improvements. Detje Boler opposed adoption of the minutes and mentioned not receiving a copy of the minutes with this agenda mailing. James Chaffee inquired about secretary's supplemental reports to the minutes.

ACTION: Approved 3-0 (Aye -Streets, Agnos, and Higueras)

4. SEISMIC IMPROVEMENT BONDS

Ms. Minudri, the City Librarian, outlined a proposal for inclusion of four branch libraries in a seismic improvement bond proposed for a 1998 election ballot. The full Commission authorized a series of four public meetings at each branch - Richmond, Marina, Noe Valley, and Golden Gate Valley. These meetings will provide an opportunity for the community to offer their input on branch improvements. These branch libraries have the highest level seismic risk and in the case of Golden Gate Valley are historically significant. A master plan for each of these branch libraries would be developed from information gathered through these meetings. The bonds will provide for both seismic safety improvements, Americans with Disabilities Act (ADA) improvements, as well as needed expansion at these branches. Mr. Jorge Alfaro, Department of Public Works, made a presentation on the details of this proposed bond measure. Commissioner Agnos had questions regarding what work these bonds could finance and the soil conditions at the Marina. Commissioner Higueras asked concerning the Department of Public Works criteria for renovation vs. replacement. A discussion of the historical significance of various branches ensued. Mr. Alfaro reported ten branches, all seismic safety rating 3 and one branch a 2, remain to be addressed in future capital improvement proposals. Mr. Alfaro also informed the commissioners that the voters would be given a detailed overview of the work to be done when the bonds are presented to the voters.

The City Librarian proposed to bring back information to the committee on the public meetings held prior to the next meeting of the committee. She expects that the full Commission will take up the issue at its November meeting. These scheduled public meetings are set as Richmond-October 6, Marina-October 14, Noe Valley-October 16, and Golden Gate Valley-October 22, 1997. The City Attorney advised that the commissioners carefully consider the constraints imposed by the Sunshine Ordinance on multiple commissioners attending these public meetings.

Commissioner Charles Higueras, AIA moved and Commissioner Sherry Agnos seconded that the Finance, Operations, and Buildings Committee recommend to the full Library Commission that four branch libraries, Richmond, Marina, Noe Valley, and Golden Gate Valley be included in a proposed Seismic Improvement Bond.

5. POST OCCUPANCY EVALUATION

Ms. Minudri, the City Librarian, suggested that given the complexity of issues involved in the Post Occupancy Evaluation (POE) that the full commission address this item at its October meeting. Commissioner Agnos moved, Commissioner Higuera seconded referral of discussion of the Post Occupancy Evaluation to the Library Commission.

Commissioner Higuera discussed the various merits of different ways for the Commission address the issues involved in doing a Post Occupancy Evaluation. He felt greater attendance at the Commission meeting might facilitate a better product. The Commissioner suggested that hiring expert help to draft a Request for Proposals (RFP) for the Post Occupancy Evaluation (POE). Commissioner Higuera suggested that preparation of the Post Occupancy Evaluation (POE) it may take until late Spring or early Summer of 1998 to complete. Commissioners Streets and Higuera requested that the agenda for the October Commission meeting provide ample time to fully discuss all of the issue involved with the evaluation scope and process.

Public Comment: James Chaffee noted he preferred that issues including the scope of the evaluation be discussed at the Planning Committee. Timothy Gillespie expressed his view that the Planning Committee the most appropriate place to address issues involved with the Post Occupancy Evaluation (POE). Detje Boler expressed disappointment not to hear a detailed discuss the Post Occupancy Evaluation (POE). Ms. Boler suggested placement of book shelves in the rest room toilet stalls and that the noisy atrium alarms be replaced.

Commissioner Agnos withdrew her original motion and Commissioner Higuera moved that the Finance Committee recommend the full Commission take public input on the Post Occupancy Evaluation (POE) at its October meeting and then return this matter to the Finance Committee to address its scope at the Committee's October meeting, seconded by Commissioner Agnos.

ACTION Approved (Aye - Streets, Agnos, Higuera)

Additional Public Comment allowed by Vice President Streets: Peter Warfield expressed his concern with the process by which the Commission has addressed the Post Occupancy Evaluation (POE).

6. NEW BUSINESS - No new business was proposed.

7. ADJOURNMENT

Motion: Commissioner Agnos, seconded by Coommissioner Higuera, moved to adjourn the regular Tuesday, September 16, 1997 meeting Finance, Operations and Building Committee.

ACTION: Approved 3 - 0 (Aye - Streets, Agnos, Higuera)

The meeting was adjourned at meeting adjourned at 5:45 p.m.

Please note: These are draft minutes subject to the approval of the Public Library Commission's Finance, Operations, and Buildings Committee at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

M. Housh, Secretary
09/30/97



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NOTICE OF MEETING*

A regular meeting of the **Finance, Operations, and Building Committee/special meeting** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, October 21, 1997

TIME: 4:00 PM

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

1. Discussion and possible approval of minutes of: **ACTION**
 - a. The September 16, 1997 Finance, Operations, and Buildings Committee Meeting;
 - b. The February 18, 1997 Finance, Operations, and Buildings Committee Meeting;
 - c. The April 15, 1997 Finance, Operations, and Buildings Committee Meeting.
2. Discussion and possible action on matters concerning the Earthquake Safety Bond Program (ESP III) at four branch libraries Richmond, Marina, Noe Valley, & Golden Gate Valley. **ACTION**



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- | | | |
|----|---|---------------|
| 3. | Discussion and possible action to recommend for full Commission approval of issues concerning the scope of and a proposed timeline for implementation of the Post Occupancy Evaluation (POE). | ACTION |
| 4. | Library Foundation Events Management Report | ACTION |
| 5. | New business (This item to allow Commissioners to introduce new agenda items.) | |
| 6. | Public Comment (This item to allow members of the public to comment on matters within the committee's purview as well as introduce new agenda items for the committee's consideration.) | |
| 7. | Adjournment (motion and public comment required) | ACTION |

*NOTICE: Because it is possible that a fourth Library Commission member will attend this meeting and that attendance would result in a majority of the members of the Library Commission being present, this meeting is also being noticed as a special meeting of the Library Commission.

10/16/97 - M. Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

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5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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M. Housh 10/17/97





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Finance, Operations, and Building Committee

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft minutes of the regular meeting of Tuesday, October 21, 1997

E. L. BROWN, JR.

N. A. COULTER
int

A. STREETS
resident

S. Y. AGNOS
IE K. CHEN
S. A. HIGUERAS, A.I.A.
T. H. LLORENTE
L. STEIMAN
missioners

A. MINUDRI
City Librarian

EL HOUSH
ission Secretary

The Finance, Operations, and Buildings Committee of the San Francisco Public Library Commission held a regular monthly meeting on Tuesday, October 21, 1997 in the Koret Auditorium of the Main Library, Civic Center.

1. CALL TO ORDER: 4:07 PM

MEMBERS ATTENDING THE MEETING: In attendance Commission Vice President Fran Streets, Chair, and Commissioner Sherry Agnos. Commissioner Charles Higuera, AIA joined the meeting at 4:27 pm.

3. Approval of the Minutes of September 16, February 18, and April 15, 1997

Commissioner Agnos, Seconded by Vice President Streets moved adoption of the Minutes of the Committee meetings of September 15, February 18, and April 15, 1997

Public Comment: An anonymous member of the public noted his role in bringing the lack of formal approval of the February and April Committee minutes to the Committee's attention. Peter Warfield asked concerning the availability of Library budget and expense/expenditure reports.

ACTION: Approved 2-0 (Aye -Streets, Agnos)

2. SEISMIC and IMPROVEMENT BONDS

Ms. Minudri, the Acting City Librarian discussed the comments received at three of the four community meetings held concerning a proposed seismic improvement bond planned for the Richmond, Marina, Noe Valley, and Golden Gate Valley branches. Ms. Minudri reported that the meetings provided an opportunity for the community to offer their input on any seismic retrofit and branch improvement plans at these branches.

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Ms. Minudri related that the principle issues raised at the Richmond Branch meeting were strong interest in maintaining open space around the building, sensitivity in any retrofit of the historic building, and keeping through block pedestrian access open. She noted 18 members of the public participated in the meeting at the Noe Valley Branch. Specific mention was made of the Noe Valley neighbors strong wish to preserve the existing branch building if seismic work is authorized. Strong support for recreating the existing community garden was also mentioned. The City Librarian mentioned that at the Marina Branch discussion touched on possible expansion and the question of the cost/benefit ratio between renovation and replacement of the existing structure was raised. She informed the Commissioners that the Department of Public Works has indicated a figure of 70-75% of the cost of a new structure in renovation costs could justify replacement. Commissioner Agnos asked about this in connection with the Noe Valley Branch. Commissioner Streets requested and received confirmation that Department of Public Works (DPW) staff were monitoring these meetings and including suggestions and comments in their proposal.

The Commissioners reiterated their insistence that any bond proposal appropriately address program improvement opportunities appropriate to each branch as well as seismic safety concerns. The City Librarian suggested that the full Commission again address these issues at its November meeting following the community meeting at the Golden Gate Valley Branch.

Public Comment: An anonymous member of the public mentioned that replacement of the Noe Valley Branch had been unsuccessfully recommended in 1991.

3. POST OCCUPANCY EVALUATION

Commissioner Higuera presented a proposed timeline (copy attached) for completion of the Post Occupancy Evaluation (POE). He noted that preparation of the Post Occupancy Evaluation (POE) may take until late Spring or early Summer of 1998 to complete. It was noted that while this may seem a long time, it was necessary in order to thoroughly address all of the issues involved in an evaluation of this scale. Commissioner Higuera mentioned that Prof. Galen Krantz, a noted expert would be advising on the Post Occupancy Evaluation (POE) preparation process. The Commissioners reiterated their firm commitment that all "stakeholders", especially staff and concerned members of the public have ample opportunity to participate in the Post Occupancy Evaluation Process.

Public Comment: Peter Warfield requested that more detail be included in discussion of the scope of the POE, particularly regarding past problems and identifying ways to avoid repeating them. An anonymous member of the public expressed concern with the use of the term "stakeholder" in this context given his past experience.

4. LIBRARY FOUNDATION REPORT

Ms. Cindy Morton submitted the Library Foundation's Quarterly Report (copy attached).

Committee Chair Commissioner Streets requested that the Foundation staff provide additional information on income, expenditure, and net income arranged to match the Library's fiscal year to simplify matching the information. Commissioner Agnos asked for a simple year-to-date net income report. Commissioner Higuera asked about issues involved in Foundation sponsored film and television work on location at Library facilities.

5. NEW BUSINESS - Vice President Streets requested that the Acting City Librarian provide the Committee with 1997-98 budget related information at its next meeting.

6. PUBLIC COMMENT - none

7. AJOURNMENT

Motion: Commissioner Higuera, seconded by Commissioner Streets moved to adjourn the regular Tuesday, October 21, 1997 meeting Finance, Operations and Building Committee.

ACTION: Approved 3 - 0 (Aye - Streets, Agnos, Higuera)

The meeting was adjourned at meeting adjourned at 5:22 p.m.

Please note: These are draft minutes subject to the approval of the Public Library Commission's Finance, Operations, and Buildings Committee at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

M. Housh, Secretary
10/27/97



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NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the meeting of the Finance, Operations, and Building Committee of the San Francisco Public Library Commission scheduled for

Tuesday, November 18, 1997, at 4:00 p.m.

at the Main Library, Civic Center has been canceled.

Michael Housh
Secretary, Library Commission

POSTED: November 14, 1997



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NOTICE OF CANCELED MEETING

E. L. BROWN, JR.

N. A. COULTER
int

A. STREETS
resident

LY AGNOS
IE K. CHIN
ES A. HIGHERAS, A.L.A.
T. H. LLORENTE
L. STEIMAN
missioners

IA MINUDRI
City Librarian

HAEL HOUSH
Mission Secretary

NOTICE IS HEREBY GIVEN that the meeting of the Finance, Operations & Building Committee of the San Francisco Public Library Commission scheduled for

Tuesday, December 16, 1997, at 4:00 PM

at the Main Library, Civic Center, has been canceled.

Michael Housh
Secretary, Library Commission

POSTED: December 5, 1997



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NOTICE OF MEETING*

A regular meeting of the **Finance, Operations, and Building Committee/special meeting** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, January 20, 1997 1998

TIME: 5:00 PM

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

1. Discussion and possible approval of Minutes of October 21, **ACTION**
1997 Finance, Operations, and Building Committee Meeting.
2. **Acting City Librarian's Report**
Report By Regina Minudri
3. Discussion of possible items to be included in a
Request for Proposals (RFP) to conduct the Post
Occupancy Evaluation (POE).
4. Report on the Mission Branch renovations.
5. **New Business**
(This item to allow Commissioners to introduce new agenda items.)
6. **Public Comment**
(This item to allow members of the public to comment on matters
within the committee's purview as well as introduce new agenda
items for the committee's consideration.)
7. Adjournment (motion and public comment required) **ACTION**

*NOTICE: Because it is possible that a fourth Library Commission member may attend this meeting and that attendance would result in a majority of the members of the Library Commission being present, this meeting is also being noticed as a special meeting of the Library Commission.

01/09/98 - M. Housh, Commission Secretary



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M. Housh 10/17/97

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AN A. STREETS
Vice President
ERRY AGNOS
JENNIE K. CHIN
EVEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
Commissioners
GINA MINUDRI
City Librarian
MICHAEL HOUSH
Commission Secretary

Finance, Operations, and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Tuesday, January 20, 1998

The Finance, Operations, and Building Committee of the San Francisco Public Library Commission held a regular monthly meeting on Tuesday, January 20, 1998 in the Koret Auditorium of the Main Library, Civic Center.

1. CALL TO ORDER: 5:14 PM

MEMBERS ATTENDING THE MEETING: In attendance Commission Vice President Fran Streets, Chair, and Commissioner Sherry Agnos. Commission President Charles Higuera, AIA joined the meeting at 5:28PM

3. Approval of the Minutes of October 21, 1997

Commissioner Agnos, Seconded by Vice President Streets moved adoption of the Minutes of the Committee meeting of October 21, 1997

Public Comment: Peter Warfield asked concerning lack of mention of the routine Roberts Rules of Order statement generally made at the beginning of committee meetings and for clarification concerning whether Dr. Cranz had been working toward a Request for Qualifications (RFQ) or a Request for Proposals (RFP) process.

ACTION: Approved 2-0 (Aye -Streets, Agnos)

3. CITY LIBRARIAN'S REPORT

Ms. Minudri, the City Librarian discussed her efforts to resolve long standing problems experienced at the Oceanview Branch Library. Ms. Minudri outlined the possible relocation of the branch library to the Oceanview Recreation Center. She discussed the many advantages in terms of size of the facility, security, and greatly increased potential for multiple uses that such a relocation could provide for the Oceanview neighborhood, the Library, the Department of Recreation and Park program users, and the community in general. She estimated relocation costs in the range of \$20,000.00. The City Librarian also informed the Commissioners that the proposed relocation enjoyed a very positive initial response from the community. The City Librarian said she will attend a community meeting called by OMI Neighbors in Action on January 28, 1998, to discuss branch issues. Ms. Minudri also said that while this relocation addressed the short and medium term needs of the branch, long-term a new facility needed to be built.



4. POST OCCUPANCY EVALUATION

Commissioner Higuera presented Dr. Galen Cranz to make a presentation concerning her efforts to prepare a draft Request for Proposals (RFP) for the Post Occupancy Evaluation (POE). Dr. Cranz began her presentation with a brief description of her background, experience, and qualifications as well as a description of the steps she had undertaken in the preparation of her report, (copy attached). At the conclusion of her presentation Dr. Cranz responded to Commissioners comments concerning the complexities, difficult choices, and costs involved in choosing experts to conduct an exhaustive evaluation of the New Main. emphasizing issue of special concern such. She expressed confidence that the \$250,000 budgeted would be sufficient to carry out the task. She also emphasized the unprecedented nature of this project and its potential great value to the Library and libraries in general. Commissioner suggested that use local expertise, familiar with Main Library user might help make the project function more smoothly. Commission President Charles Higuera suggested that a refined draft could be presented at the February Library Commission meeting for further consideration.

Public Comment: Detje Boler observed that telephone polling is income biased, expressed concern with the amount of notice to the public about the Request for Proposals (RFP) process, that Brooks Hall was not addressed, that carpeting should not be replaced, and concerns about the risks of Electromagnetic Field (EMF) exposure from security devices and computer equipment. Vance Ingalls expressed concern with security for children in the Library, that Library surveys be designed to cover the full array of patron issues, that too many street people were allowed to use the Library, that borrowers slips instead of stamping each item is burdensome for patrons, and that the History Room has too much space. Peter Warfield expressed disappointment that Dr. Cranz's report was not available earlier, that he believed her meetings were insufficiently noticed, that he would like information about Dr. Cranz's qualifications and methodology attached to the Request for Proposals (RFP) draft, that more information should be included in the Request for Proposals (RFP) document, and that use of performance standards rather than personal opinions should be encouraged when setting the scope of the Post Occupancy Evaluation.

MISSION BRANCH RENOVATION

Report by Mr. Roger Wong, Department of Public Works.

Mr. Roger Wong, Department of Public Works, gave the first in a series of monthly reports to the Commission on the progress of the renovation of the Mission Branch, (copy attached). Commission President Charles Higuera asked Mr. Wong to discuss and explain his report and that manner by which he proposed to keep the Commission fully informed as the renovation process proceeds. Mr. Wong agreed to add a routine signature/sign off block to project documents so that Library representatives would be directly involved and have a clear record of the process at every step. He noted that despite rainy weather leading to a higher than expected water no construction delays, nor any change orders, had been requested. He firmly committed to making detailed monthly

reports to the Commission throughout this project.

Public comment: Detje Boler inquired as to the meaning of the "demolition" referred to in Mr. Wong's report.

5. NEW BUSINESS - none

6. PUBLIC COMMENT - none

7. AJOURNMENT

MOTION: Commission President Higuera, seconded by Commission Vice President Streets moved to adjourn the regular Tuesday, January 20, 1998 meeting Finance, Operations and Building Committee.

ACTION: Approved 3 - 0 (Aye - Streets, Agnos, Higuera)

The meeting was adjourned at meeting adjourned at 7:05PM

Please note: These are draft minutes subject to the approval of the Public Library Commission's Finance, Operations, and Buildings Committee at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

M. Housh, Secretary
01/26/98

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draft January 14, 1998

REQUEST FOR PROPOSALS FOR
POST-OCCUPANCY EVALUATION OF THE NEW MAIN SAN FRANCISCO
PUBLIC LIBRARY

Table of Contents

1. Announcement
2. Purpose and Summary of Request for Proposals
3. Background Information
4. Work Product
5. Experience Desired
6. Selection Process
7. RFP Schedule

Announcement

The City and County of San Francisco, through the Public Library Commission, a Request for Proposals for a post-occupancy evaluation of the New Main San Francisco Public library. The purpose of this evaluation is to assess the functioning of the library along multiple dimensions, including its social and physical performance as a workplace, after its first two years of operation, so that the commissioners have information on which to base their planning and budgeting for fine-tuning the building in the short term and managing its operations in the long term.

The services to be provided by the selected consultant and its sub-consultants may include, but are not limited to, description and evaluation of public use and reaction to the building; specialized user groups satisfaction with facilities for affinity groups, sight and hearing impaired, wheelchair bound; staff satisfaction with all aspects of the work environments; administrative satisfaction with all departments; building performance in regard to HVAC, conveyance systems, maintenance, storage, and operable and fixed equipment, including, automatic shading.

2. Purpose and Summary of Request for Proposals

The San Francisco Public Library Commission with the Mayor's Office have initiated a request for a post-occupancy evaluation of the New Main San Francisco Public Library in response to a city audit recommending such an evaluation.¹ This evaluation is faceted, requiring assessment of the building's performance along several social and physical dimensions, and requiring recommendations for managing and prioritizing proposed changes. The Commission will be engaging professional consultants to conduct this study. This RFP is an invitation to consultants to submit their qualifications and explain their research approach, proposed schedules, and proposed personnel and work hours.

This project scope will require a single proposal to contain distinct qualification statements for the following areas of expertise:

- A. Public opinion surveys
- B. Focus group interviews with staff
- C. Observation and archival analysis
- D. Building energy assessment
- E. Order of magnitude cost estimating of proposed changes (hard and soft costs)

The team will consist of one prime consultant with associated consultants. Consultants are expected to describe their expertise, including but not limited to similar project experience, and indicate who will be assigned to this project and their experience.

3. Background Information

3.1 Context

The New Main San Francisco Public Library was opened April 1995 in the Civic Center to much fanfare, followed by much journalistic criticism. Patronage has increased significantly compared to the Old Main, the building is appreciated for its glamor, but published criticism has highlighted problems including book storage, processing and retrieval of books, the new automatic shading system, and computerized card cataloging. Internally, staff have reported additional problems, including inadequate directional signage, noise, ergonomic difficulties, and inefficient workflow, and members of the public have also registered complaints. Before the Commission acts to respond to these criticisms and implied demands for changes in the building and its operation, it wants a measured, scientific assessment of how the building is actually functioning overall in regard to its many social and physical aspects. This evaluation will form the basis for planning changes in building operation, management and physical remodeling.

3.2 Goals and Objectives

The goals of the post-occupancy evaluation are:

¹Coda Partners, LLC, SFPL Strategic Audit, April 1997 (Vols. 1 + 2)

- to provide an objective, empirical assessment of how the New Main Library is performing;
- to identify problems and solutions;
- to provide information which will form the basis for deciding which changes are most important to the delivery of the highest level of service to the largest number of patrons, or those most critically affected;
- to provide information about the relative cost of any proposed changes, so that in relation to the number of people effected and intensity of effect, a cost-benefit analysis can guide the Commissioners in setting their priorities for changes,
- to provide citizens and taxpayers with objective information about the building so that this building can better serve their needs and desires, and so that they understand what has happened with their tax money, and so that they understand the implications of budget tradeoffs;
- to contribute to the published literature on library design guidelines in order to help San Francisco as well as other cities when they plan new libraries.

In order to meet these goals, the following study **objectives** must be met in regard to 5 broad categories (public, staff, public and staff, building operations, priorities for action) as follows:

A. Public

Evaluate all aspects that effect the public, both inside and outside, including but not limited to the following:

- what the different kinds of **patrons expect** of this library, regarding sufficiency and availability of facilities, kinds of services, ease of use, length of lines, shelving time
- adequacy of the **wayfinding and directional signage** system throughout building, including but not limited to directions to elevators and telephones, location of directories and kiosks, individual floor plans, the entry "bridge," Children Center, sign holders on wooden shelves, outdoor ventrines, Braille
- issues regarding use of **online catalog**
- the source of problems with **stairs** especially at entrance gates where staff and public have fallen and make recommendations for solving the problem
- maintenance of **artwork**, Alice Aycock stairs, Nyland Blake panel of names, marble finish, card catalog wall

- functioning of **book return** on Grove St. regarding signage, size, conveyors
- public **lockers** have been closed to the public because of their use for drug dealing, can the space be re-used for another purpose or can another way to offer public lockers be found?
- **public toilets** including door latches and soap dispensers, security and maintenance
- adequacy of the **public address system**
- the public **exterior** including pavers, grates, skateboarding
- the **adequacy of the number of popular locations**, such as, Internet access computers, videos, bathrooms
- whether or not the **Koret auditorium** accommodate more activities (plays, musical performances) than the lectures for which it was designed

B. Staff

Evaluate all aspects that effect the staff, including but not limited to the following:

- how and where the building fulfills or falls short of fulfilling the **expectations** for the New Main Library regarding amount of space for shelving, storage and supply rooms, furniture, activities, flexibility, work flow, supervising sight lines, etc. (The original intentions for the building are a matter of public record, but may also require interviewing key policy makers including the building architects.)
- which **functions** need to stay in this building and which could move out
- for those groups who work without **light**, propose solutions, including light wells or job redesign as appropriate
- compare **staff** turnover rates, absenteeism, mental health with a control group, whether from other municipal libraries in the nation
- evaluate **loading dock**, compactor
- adequacy of service desks and all **workspaces** (seating, desks, tables, countertops, storage and shelving, book carts) in each of the 17 divisions, including but not limited to space, lighting, uv protection, ventilation, noise, privacy, ergonomic function, computer function, and electrical outlets
- **sorting room** in regard to the conveyor book return system, noise, light, space, and proper location

- **book return** system, especially the conveyor belt and book chute, and including box drop location and design
- wall, floor, and ceiling **coverings and finishes** throughout the building, including but not limited to compact storage areas
- **audiovisual/media production**, including assistive listening sound system, regular sound system, AV infrastructure of Koret, L/H and creativity center, municipal cablecasting potential, tape storage, noise
- **kitchens** including stoves
- staff **restrooms** including number, security, ventilation, and shower safety,

C. Public and staff

Evaluate all aspects that effect both patrons and the staff, including but not limited to the following:

- the **acoustic** environment throughout, for both patrons and staff
- the **thermal** environment and the social consequences of people fighting about temperature control
- the **furniture**, its ergonomic performance, durability, maintenance costs and problems in public areas and staff (back of house) areas
- **door** functions including absence of door stops, appropriateness of magnetic door stops, how damaged wall plaster can be repaired, assess how to handle door repair/replacement wherever chipped or damaged, need for windows
- identify locations of **accidents** and identify solutions such as installing handrails wherever missing throughout building
- **noise** levels in different parts of the building and evaluate proposals for mitigating or masking noise from the atrium
- **security** issues throughout the building, including but not limited to entry, bathrooms, each floor security gates at entrance, paging desks, Brooks Hall driveway
- **fire safety** issues throughout the building

D. Building operations

Evaluate all aspects that effect building operations, including but not limited to the

following:

- the amount of **maintenance** needed for equipment/furniture/building, and establish the life cycle of the furniture/fixtures and equipment so that it can be built into the budget
- annual budget for cleaning **inside windows**, and for cleaning **outside windows and skylights**
- location of **roof leaks** and propose repair methods
- **automatic shades**, identifying those which work and those which don't
- adequacy of **wiring** in all public and staff areas and equipment tables
- **energy use** in the facility, including operating performance of the building envelope, lighting, HVAC systems and building automation systems

E. Priorities for action

Wherever possible consider recommendations for solving problems and then establish priorities, based on a combination of need and cost:

- make recommendations for change based on the problems discovered, the number of people effected and the intensity of the effect;
- prioritize proposed changes in relation to cost, and type of change, whether physical (spatial reorganization, new construction, new signage, additional equipment) or managerial:

3.3 Budget

The total budget for the evaluation is \$240,000.

3.4 Schedule

The study is projected to take 4 months from the time that the consultants begin work to the first draft. Thereafter, the consultant team may be retained for on-going coordination.

3.5 Work Product

A final written report in 5 parts will evaluate the current building overall in relation to its many social and physical facets, described above, make and prioritize recommendations for solutions to identified problems.

4. Experience Desired

The consultants are expected to have qualifications and expertise to perform the tasks and develop products as specified below.

A. A public opinion survey regarding the issues named in this RFP and requiring an open-

ended component to allow for evaluation of issues not yet named. The sample of 200-300 should be drawn from the general population of San Francisco.

B. Focus group interviews (with staff and other groups)

The 47 divisions housed in the New Main Library might best be interviewed in groups organized floor by floor:

- book arts/special collections
- finance
- chief of technical services
- operations and facilities
- supply room
- interlibrary loan
- community relations
- magazines & newspapers
- friends for life
- personnel office
- chief of branches
- project read
- communications center/City watch
- acquisitions
- volunteer services
- periodical processing
- automation
- borrower services
- general collection
- business/technology
- OCYS
- custodial
- main library administration
- library commission
- children's center
- international languages
- engineering
- audio visual center
- security
- library for the blind/print disabled
- materials selection
- catalog department
- preservation
- community databases
- art/music
- deaf/hearing impaired
- environmental center

learning differences
 extension services
 branch room
 government information
 history center
 friends of the library
 teen center
 gay & lesbian center
 library foundation
 information services

In addition the following groups should be included in focus group interviews

cafe
 affinity groups
 public

C. Observation and archival analysis

For those issues which are a matter of perception, direct observation may be required to be certain of what is actually occurring empirically. Indirect observation may also be useful to ascertain actual usage. Records may also provide useful sources of information.

D Building energy assessment requires the expertise to:

- inspect glazing, thermal insulation and other architectural features which effect building energy use
- inspect lighting fixtures and test lighting controls
- inspect and test HVAC systems
- inspect and test building automation systems (BAS). This may involve downloading energy performance data including trend logs and monitoring primarily energy equipment (chillers, boilers) to verify energy operating performance
- review energy utility billing history
- review design engineering data to evaluate the capacity of building systems and equipment with respect to actual (historical) occupancy patterns
- review design and operation of building systems and equipment with respect to building codes and regulations; i.e., Title 24 Nonresidential Energy Standards, ASHRAE 90.1, ASHRAE 62-91, UMC, UEC
- depending upon the findings above, developing a computer model of the building's energy performance may be required to compare against Title 24, ASHRAE 90.1, etc. This model could also be used to compare against the utility history and to pre-determine the energy savings associated with control strategies or potential future upgrades to existing equipment. Recommendations for reduction in building energy use may be developed involving existing building systems, new control or operating strategies, and potential future upgrades to existing equipment.

D. Cost estimating of proposed changes (physical and administrative)

E. Recommendations and alternative solutions with related costs, prioritized by ease of change, type (e.g., managerial or physical) of change, number of people affected, intensity of effect

F. Selection process

- Commission to describe

G. RFP schedule

- Commission to describe

Draft January 14, 1998



Willie Lewis Brown, Jr., Mayor
Mark A. Primm, AIA, Director and City Architect



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Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Tara D. Lamont, AIA, Bureau Manager

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David
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MISSION BRANCH LIBRARY RENOVATION MONTHLY REPORT JANUARY 1998

General

Notice to Proceed was issued on 11/24/97. Contract information is as follows:

| | |
|-----------------|--------------------|
| Start date: | 11/24/97 |
| Contract time | 365 days |
| Completion date | 11/23/98 |
| Contract amount | \$1,944,000 |
| Contractor | Trico Construction |

Construction progress/issues

Demolition is almost complete.

Caisson work started on 1/6/98 as scheduled. Work delayed due to 1) rain, 2) high water table, and 3) contaminated soil.

In the west area, caisson work quickly resumed. All four caissons are completed.

In the east area, an existing fuel pipe was found and removed. Caisson work was disrupted. Also an un-recorded abandoned underground tank was detected in the side-walk. It will be removed at a convenient time of the construction.

Construction schedule

Caisson delay will likely affect schedule. No request for extension has been submitted yet.

Construction budget

Change order: none

976.35

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1/17/98

Cancelled

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NOTICE OF CANCELED MEETING

ILLIE L. BROWN, JR.
Mayor

CHARLES A. HIGUERAS, AIA
President

AN A. STREETS
President

ERRY AGNOS
JENNIE K. CHIN
EVAN A. COULTER
NEST H. LLORENTE
AROL STRIMAN
Commissioners

GINA MINUDRI
Acting City Librarian

MICHAEL HOUSH
Commission Secretary

NOTICE IS HEREBY GIVEN that the meeting of the Finance, Operations & Building Committee of the San Francisco Public Library Commission scheduled for

Tuesday, February 17, 1998, at 5:00 PM

at the Main Library, Civic Center, has been canceled.

Michael Housh
Secretary, Library Commission

POSTED: February 10, 1998



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NOTICE OF MEETING*

A Special meeting of the **Finance, Operations, and Building Committee/special meeting** of the San Francisco Public Library Commission called by the Committee Chair will be held as follows:

DATE: Thursday, February 19, 1998

TIME: 5:15 PM

PLACE: Koret Auditorium, Lower Level
Main Library, Civic Center

CHAIR: Vice President Fran A. Streets

MEMBERS: Commissioners Sherry Agnos and Charles A. Higuera, A.I.A.

AGENDA:

The meeting will be called to order

1. Discussion of and possible **approval of Minutes** of January 20, 1998 Finance, Operations, and Building Committee Meeting. **ACTION**
2. **Public Comment**
(limited to the items on the agenda for this special meeting.)
3. **Adjournment** (motion and public comment required) **ACTION**

*NOTICE: Because it is possible that a fourth Library Commission member may attend this meeting and that attendance would result in a majority of the members of the Library Commission being present, this meeting is also being noticed as a special meeting of the Library Commission.

02/10/98 - M. Housh, Commission Secretary



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To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).
4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.
6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site <http://www.ci.sf.ca.us/ethics/>.

M. Housh 10/17/97



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Finance, Operations, and Building Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the special meeting of Thursday, February 19, 1998

ELLIE L. BROWN, JR.
Vice President
CHARLES A. HIGUERAS, AIA
President
FRAN A. STREETS
Vice President
SHERRY AGNOS
Commissioner
JENNIFER K. CHIN
Commissioner
EVEN A. COULTER
Commissioner
NORMAN H. LLORENTE
Commissioner
ARON STRIMAN
Commissioner
GINA MINUDRI
Acting City Librarian
MICHAEL HOUSH
Commission Secretary

The Finance, Operations, and Building Committee of the San Francisco Public Library Commission held a special meeting on Thursday, February 19, 1998 in the Koret Auditorium of the Main Library, Civic Center.

1. CALL TO ORDER: 5:24 PM

MEMBERS ATTENDING THE MEETING: In attendance Commission Vice President Fran Streets, Chair, Commissioner Sherry Agnos, and Commission President Charles Higuera, AIA. Commissioner Lonnie Chin was present as an observer.

1. Approval of the Minutes of January 20, 1998

MOTION: President Higuera, seconded by Vice President Streets moved adoption of the Finance Committee Minutes of January 20, 1998.

Public Comment: Peter Warfield spoke on the reporting of his comments in the minutes.

ACTION: Approved 3-0 (Aye - Agnos, Higuera, and Streets)

2. AJOURNMENT

MOTION: Commission President Higuera, seconded by Commissioner Agnos moved to adjourn the special Thursday, February 19, 1998 meeting of the Finance, Operations and Building Committee.

ACTION: Approved 3 - 0 (Aye - Streets, Agnos, Higuera)

The meeting was adjourned at meeting adjourned at 5:31PM

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the Office of the Commission Secretary, Main Library, 6th Floor 100 Larkin Street, San Francisco, CA 94102-4705.

M. Housh, Secretary
02/23/98



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